



## PROJECT MANUAL

# **FURNITURE, FURNISHINGS AND EQUIPMENT FOR THE SOUTHINGTON SENIOR CENTER**

388 Pleasant Street  
Southington, CT

**Prepared by:**



355 Research Parkway  
Meriden, CT 06450

**August 11, 2017  
BL14D2432**



**SECTION 00 0010**

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**BIDDING REQUIREMENTS**

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**INVITATION TO BID**

**FURNITURE, FURNISHINGS AND EQUIPMENT FOR  
THE SOUTHINGTON SENIOR CENTER**

The Town of Southington is seeking bid proposals for the furnishing and installation of Furniture, Furnishings and Equipment at the new 22,600 square foot Senior Center currently being constructed at 388 Pleasant Street, in Southington, Connecticut.

Bid Documents may be obtained through the Town Manager's office, 75 Main St., Southington, CT, 06489, upon non-refundable payment of \$20 for each set of Bid Documents, or through the Town's Web Site under "Bid Invitations." Plans and specifications will not be mailed.

Sealed bid proposals must be submitted on designated forms and in envelopes clearly marked with the bid title, bid opening date and time. Bids shall be submitted in duplicate. Bids will be received in the Town Manager's office, 75 Main St., Southington, CT, 06489, until **2:00 P.M. on Tuesday, September 26, 2017**, at which time they will be publicly opened and read aloud. Bids received late will not be opened.

Prospective bidders shall examine the "Instruction to Bidders" and "Supplementary Instructions to Bidders" and shall comply and conform strictly with the conditions and instructions contained therein.

A Bid Bond of ten percent (10%) of the bid amount is required.

The Town of Southington reserves the right to reject any and all bids in whole or in part or may waive any informalities in the bid, if, in its opinion, it is in the best interests of the Town to do so. All bid documents must be completely filled out when submitted. Bids must be firm and may not be withdrawn for a period of 60 days following the bid opening.

Bids may be held by the Town of Southington for a period not to exceed sixty (60) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidder prior to awarding the contract. To comply with the project schedule indicated in the Specifications, work can commence after February 5, 2018, and shall be completed by February 19, 2018.

**END OF SECTION 00 0100**



**SECTION 00 0210**

**INSTRUCTIONS TO BIDDERS**

Instructions to Bidders, AIA Document A701-1997, Pages 1 through 6, inclusive is hereby made part of these Contract Documents to the same extent as if bound herein.

The Table of Contents included in the Instructions to Bidders is as follows:

1. DEFINITIONS
2. BIDDER'S REPRESENTATIONS
3. BIDDING DOCUMENTS
4. BIDDING PROCEDURES
5. CONSIDERATION OF BIDS
6. POST-BID INFORMATION
7. PERFORMANCE BOND AND PAYMENT BOND
8. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

**- END OF SECTION 00 0210 -**







# Document A701™ – 1997

## Instructions to Bidders

### for the following PROJECT:

*(Name and location or address)*

Telecommunications and Security Systems  
Southington Senior Center

### THE OWNER:

*(Name, legal status and address)*

The Town of Southington  
75 Main Street  
Southington, CT, 06489

### THE ARCHITECT:

*(Name, legal status and address)*

BL Companies, Inc.  
355 Research Parkway  
Meriden, CT 06450

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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## **ARTICLE 1 DEFINITIONS**

§ 1.1 Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement or Invitation to Bid, Instructions to Bidders, Supplementary Instructions to Bidders, the bid form, and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Contract.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201, or in other Contract Documents are applicable to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment or labor for a portion of the Work.

## **ARTICLE 2 BIDDER'S REPRESENTATIONS**

§ 2.1 The Bidder by making a Bid represents that:

§ 2.1.1 The Bidder has read and understands the Bidding Documents or Contract Documents, to the extent that such documentation relates to the Work for which the Bid is submitted, and for other portions of the Project, if any, being bid concurrently or presently under construction.

§ 2.1.2 The Bid is made in compliance with the Bidding Documents.

§ 2.1.3 The Bidder has visited the site, become familiar with local conditions under which the Work is to be performed and has correlated the Bidder's personal observations with the requirements of the proposed Contract Documents.

§ 2.1.4 The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception.

## **ARTICLE 3 BIDDING DOCUMENTS**

### **§ 3.1 COPIES**

§ 3.1.1 Bidders may obtain complete sets of the Bidding Documents from the issuing office designated in the Advertisement or Invitation to Bid in the number and for the deposit sum, if any, stated therein. The deposit will be refunded to Bidders who submit a bona fide Bid and return the Bidding Documents in good condition within ten days after receipt of Bids. The cost of replacement of missing or damaged documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the Bidding Documents and the Bidder's deposit will be refunded.

§ 3.1.2 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the Advertisement or Invitation to Bid, or in supplementary instructions to bidders.

§ 3.1.3 Bidders shall use complete sets of Bidding Documents in preparing Bids; neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

§ 3.1.4 The Owner and Architect may make copies of the Bidding Documents available on the above terms for the purpose of obtaining Bids on the Work. No license or grant of use is conferred by issuance of copies of the Bidding Documents.

## § 3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

§ 3.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall at once report to the Architect errors, inconsistencies or ambiguities discovered.

§ 3.2.2 Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Architect at least seven days prior to the date for receipt of Bids.

§ 3.2.3 Interpretations, corrections and changes of the Bidding Documents will be made by Addendum. Interpretations, corrections and changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon them.

## § 3.3 SUBSTITUTIONS

§ 3.3.1 The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

§ 3.3.2 No substitution will be considered prior to receipt of Bids unless written request for approval has been received by the Architect at least ten days prior to the date for receipt of Bids. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the Work, including changes in the work of other contracts that incorporation of the proposed substitution would require, shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.3 If the Architect approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.

§ 3.3.4 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

## § 3.4 ADDENDA

§ 3.4.1 Addenda will be transmitted to all who are known by the issuing office to have received a complete set of Bidding Documents.

§ 3.4.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

## **ARTICLE 4 BIDDING PROCEDURES**

### **§ 4.1 PREPARATION OF BIDS**

**§ 4.1.1** Bids shall be submitted on the forms included with the Bidding Documents.

**§ 4.1.2** All blanks on the bid form shall be legibly executed in a non-erasable medium.

**§ 4.1.3** Sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.

**§ 4.1.4** Interlineations, alterations and erasures must be initialed by the signer of the Bid.

**§ 4.1.5** All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."

**§ 4.1.6** Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall make no additional stipulations on the bid form nor qualify the Bid in any other manner.

**§ 4.1.7** Each copy of the Bid shall state the legal name of the Bidder and the nature of legal form of the Bidder. The Bidder shall provide evidence of legal authority to perform within the jurisdiction of the Work. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Bidder.

### **§ 4.2 BID SECURITY**

**§ 4.2.1** Each Bid shall be accompanied by a bid security in the form and amount required if so stipulated in the Instructions to Bidders. The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and will, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. The amount of the bid security shall not be forfeited to the Owner in the event the Owner fails to comply with Section 6.2.

**§ 4.2.2** If a surety bond is required, it shall be written on AIA Document A310, Bid Bond, unless otherwise provided in the Bidding Documents, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.

**§ 4.2.3** The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until either (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all Bids have been rejected.

### **§ 4.3 SUBMISSION OF BIDS**

**§ 4.3.1** All copies of the Bid, the bid security, if any, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

**§ 4.3.2** Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date for receipt of Bids will be returned unopened.

**§ 4.3.3** The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

**§ 4.3.4** Oral, telephonic, telegraphic, facsimile or other electronically transmitted bids will not be considered.

### **§ 4.4 MODIFICATION OR WITHDRAWAL OF BID**

**§ 4.4.1** A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and each Bidder so agrees in submitting a Bid.

§ 4.4.2 Prior to the time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by notice to the party receiving Bids at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder. Written confirmation over the signature of the Bidder shall be received, and date- and time-stamped by the receiving party on or before the date and time set for receipt of Bids. A change shall be so worded as not to reveal the amount of the original Bid.

§ 4.4.3 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.

§ 4.4.4 Bid security, if required, shall be in an amount sufficient for the Bid as resubmitted.

## **ARTICLE 5 CONSIDERATION OF BIDS**

### **§ 5.1 OPENING OF BIDS**

At the discretion of the Owner, if stipulated in the Advertisement or Invitation to Bid, the properly identified Bids received on time will be publicly opened and will be read aloud. An abstract of the Bids may be made available to Bidders.

### **§ 5.2 REJECTION OF BIDS**

The Owner shall have the right to reject any or all Bids. A Bid not accompanied by a required bid security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

### **§ 5.3 ACCEPTANCE OF BID (AWARD)**

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's own best interests.

§ 5.3.2 The Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

## **ARTICLE 6 POST-BID INFORMATION**

### **§ 6.1 CONTRACTOR'S QUALIFICATION STATEMENT**

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request, a properly executed AIA Document A305, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted as a prerequisite to the issuance of Bidding Documents.

### **§ 6.2 OWNER'S FINANCIAL CAPABILITY**

The Owner shall, at the request of the Bidder to whom award of a Contract is under consideration and no later than seven days prior to the expiration of the time for withdrawal of Bids, furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. Unless such reasonable evidence is furnished, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

### **§ 6.3 SUBMITTALS**

§ 6.3.1 The Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, after notification of selection for the award of a Contract, furnish to the Owner through the Architect in writing:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the manufacturers, products, and the suppliers of principal items or systems of materials and equipment proposed for the Work; and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

§ 6.3.2 The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.



§ 6.3.3 Prior to the execution of the Contract, the Architect will notify the Bidder in writing if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, (1) withdraw the Bid or (2) submit an acceptable substitute person or entity with an adjustment in the Base Bid or Alternate Bid to cover the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

§ 6.3.4 Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

## **ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND**

### **§ 7.1 BOND REQUIREMENTS**

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Bonds may be secured through the Bidder's usual sources.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 If the Owner requires that bonds be secured from other than the Bidder's usual sources, changes in cost will be adjusted as provided in the Contract Documents.

### **§ 7.2 TIME OF DELIVERY AND FORM OF BONDS**

§ 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to be commenced prior thereto in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

§ 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond. Both bonds shall be written in the amount of the Contract Sum.

§ 7.2.3 The bonds shall be dated on or after the date of the Contract.

§ 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

## **ARTICLE 8 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR**

Unless otherwise required in the Bidding Documents, the Agreement for the Work will be written on AIA Document A101, Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment Is a Stipulated Sum.

**SECTION 00 0220**

**SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

The following supplements modify the Instructions to Bidders AIA Document A701-1997. Where a portion of the Instructions to Bidders is modified or deleted by these Supplementary Instructions to Bidders, the unaltered portions of the Instructions to Bidders shall remain in effect.

**1. ARTICLE 1 – DEFINITIONS**

- A.** Change the second sentence of paragraph 1.1 as follows:

...“The Bidding Requirements consist of the Advertisement or Invitation to Bid, **the Notice to Bidders**, Instructions to Bidders, Supplementary Instructions to Bidders, **the Bid Proposal Package** and other bidding and contract forms.”

- B.** Change paragraph 1.3 as follows:

“1.3 Addenda are written or graphic instruments issued by the Architect prior to the **opening of bids**, which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.”

**2. ARTICLE 2 – BIDDER'S REPRESENTATIONS**

- A.** Change paragraph 2.1.1 to read: “The Bidder has read and understands the Bidding Documents.”
- B.** Add paragraph 2.1.5: “The Bidder has fully acquainted himself with conditions as they exist and fully understands the complexities and restrictions attending the execution of the work included in the Bid Documents.”
- C.** Add paragraph 2.1.6: “The Bidder expressly understands and agrees that the failure to receive or examine any form, instrument or document or to visit the site to become acquainted with field conditions, shall in no way relieve the Bidder from any obligation with respect to the Bidder's proposal.”

**3. ARTICLE 3 – BIDDING DOCUMENTS**

- A.** Change subparagraph 3.1.1 as follows:

“3.1.1 **Bidders may obtain sets of the Contract Documents as described in the Invitation to Bid.**”

- B.** Change subparagraph 3.3.1 as follows:

“3.1.1 The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met **by the Contractor for the Project. No substitutions shall be considered by the Architect prior to the award of the Contract.**”

- C. Delete subparagraphs 3.3.2 and 3.3.3.
- D. Change subparagraph 3.3.4 to 3.3.2, as follows:  
  
**“3.3.2 Substitutions will be considered after the award of the Contract, as specifically provided for in the Contract Documents.”**
- E. Add the following sentence to the end of subparagraph 3.4.3:  
  
**“...Addenda will be faxed and/or mailed to each Bidder.”**
- F. Add the following sentence to the end of subparagraph 3.4.4:  
  
**“...It is not the responsibility of the Architect or the Town of Southington to verify with each Bidder that it has received all Addenda issued.”**
- G. Add the following new subparagraph to paragraph 3.4 Addenda:  
  
**“3.4.5 No oral interpretation will be made to any Bidder as to the meaning of the Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing and mailed or faxed to the Architect. Any inquiry received seven (7) days or more prior to the date fixed for the opening of bids will be answered. Every interpretation made will be in the form of an Addendum to the Contract Documents, which shall become a part of the Contract Document and each Bidder will be bound by such Addenda.”**

4. **ARTICLE 4 – BIDDING PROCEDURES**

- A. Change subparagraph 4.1.1 as follows:  
  
**“4.1.1 Bids shall be submitted in the Bid Proposal Package furnished specifically for this Project.”**
- B. Add the following sentence to the end of subparagraph 4.1.2:  
  
**“All blanks shall be filled in on the Bid Proposal Package. If not, then said Proposal may be considered incomplete and be disqualified.”**
- C. Add the following sentence to the end of subparagraph 4.1.5:  
  
**“...No Alternate Bid will be considered unless Alternate Bids are specifically requested, and only those requested on the Bid Proposal Form will be considered.”**
- D. Change subparagraph 4.2.1 as follows:  
  
**“4.2.1 Each Bid shall be accompanied by a bid security in the form and amount stipulated in the Bid Proposal Form and as described in the Notice To Bidders.”**
- E. Change subparagraph 4.4.1 as follows:



**“4.4.1 A Bid may not be modified, withdrawn, or canceled by the Bidder for a period of ninety (90) days following the date designated for the receipt and opening of bids, and each Bidder so agrees in submitting a Bid.”**

**5. ARTICLE 5 – CONSIDERATION OF BIDS**

- A. Change paragraph 5.1 as follows:

**5.1 – OPENING OF BIDS**

**“As stipulated in the Invitation To Bid, Bids received on time will be publicly opened and read aloud. A summary of the Bids will be made available to the Bidders if requested. Bidders will not be allowed to read other Bidders’ Bids at the bid opening.”**

- B. Add the following sentence to the end of paragraph 5.2, Rejection of Bids:

**“...A Bid which is conditional or obscure or which contains any addition not called for in the Bidding Documents is subject to rejection.”**

- C. Change subparagraph 5.3.1 as follows:

**“The Owner has the right to award the Contract to any Bidder and to waive informalities and irregularities in any Bid received. The Owner has the right to accept any Bid which is in the Owner’s best interests.”**

**6. ARTICLE 6 - POST-BID INFORMATION**

- A. Change paragraph 6.1 as follows:

**“6.1 Bidders shall submit a properly executed ‘Bidder’s Qualification Statement’ as part of their BID PROPOSAL PACKAGE.”**

**7. ARTICLE 9 - ADDITIONAL INFORMATION**

- A. Add paragraph 9.2 as follows:

**“9.2 In accordance with Connecticut General Statute Secs. 4a-100 and 4b-91, a responsible bid that exceeds \$500,000 for this vertical building project must contain two documents: The Contractor Prequalification Certificate and the Update (Bid) Statement. These two documents must be submitted with the bid form. Failure to submit them with the bid will result in rejection of the bid. Contact the DAS Contractor Prequalification Unit at 860-713-5280 for more information. The classification **GENERAL BUILDING CONSTRUCTION (GROUP B)** is required as a minimum. The Bidder expressly understands and agrees that, at the conclusion of the bidding process, it shall, under penalty of false statement affirm that the information in the bid is true, that there has been no substantial change in the bidder's financial position or corporate structure since the bidder's most recent prequalification certificate was issued or renewed, other than those changes noted in the update statement, and that the bid was made without fraud or collusion with any person.”**

**- END OF SECTION 00 0220 -**



**SECTION 00 0310**

**BID PROPOSAL PACKAGE**

**BID PROPOSAL FOR:**

**FURNITURE, FURNISHINGS AND EQUIPMENT FOR  
THE SOUTHINGTON SENIOR CENTER**

**PROPOSAL OF:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:** The Town of Southington  
75 Main St.  
Southington, CT, 06489

**1. A. BASE BID(S):**

In compliance with the **INVITATION TO BID, NOTICE TO BIDDERS, INSTRUCTIONS TO BIDDERS, SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**, and the **CONTRACT DOCUMENTS**, I (We) propose to furnish the labor and/or materials installed as required for the above-referenced Project to the extent of the Proposal submitted herein, furnishing and installing all necessary equipment, machinery, tools, labor and other means of construction, and all materials specified in the manner and at the time prescribed strictly in accordance with the provisions of the Contract Documents, including Specifications and/or drawings, together with all Addenda issued prior to the scheduled closing time for the receipt of Bids, and in conformity with the requirement of the Town of Southington and any laws or departmental regulations of the State of Connecticut, or of the United States, which may affect the same, for and in consideration of the following Bids:

See attached Southington Senior Center BID FORM FFE, 9 pages at the end of this Section.

Bidders may bid on one or many of the listed items on the same Bid Form.

Basis-of-Design Product: Subject to compliance with requirements, provide products indicated in the Construction Documents, or comparable product by a known commercial manufacturer.

Contractors/Vendors providing products other than what is specified shall provide cut sheets and data for the proposed product at the time of the bid, for evaluation by the Architect.

Alternative products not provided for review at the time of the bid shall be subject to the requirements of the Product Substitution Section in the Specifications.

2. **COMMENCEMENT AND COMPLETION OF WORK:** The Contractor shall commence the Work for the Project in accordance with the schedule described elsewhere in the Specifications.
3. **LIQUIDATED DAMAGES:** Not Required.
4. **BID SECURITY:** This Proposal must be accompanied by one of two types of bid security as described in the NOTICE TO BIDDERS:
  - A. **BID SECURITY** in the form of a certified check, drawn to the order of **THE TOWN OF SOUTHLINGTON**, in the amount of **TEN PERCENT (10%)** of the Lump Sum Base Bid;
  - OR
  - B. **BID BOND** having as surety thereto a Surety Company or Companies authorized to transact business as described in the NOTICE TO BIDDERS and made out in the penal sum of **TEN PERCENT (10%)** of the Lump Sum Base Bid.
5. **SURETY LETTER:** The Bid shall be accompanied by a letter from a surety as described in the NOTICE TO BIDDERS, stating that the Bidder, if awarded the Contract, will be able to obtain the Performance Bond and Payment Bond required for the Project in the amount of 100% of the contract price for each bond.
6. **INSURANCE:** The Bidder shall provide insurance in accordance with the requirements of the GENERAL CONDITIONS and NOTICE TO BIDDERS. The Bid shall be accompanied by proof of such insurance coverage by the Bidder's Insurance Company.
7. **NOT USED**
8. **NOT USED**
9. **LISTING OF SUBCONTRACTORS FOR SPECIFIED WORK CLASSES:**  
Not Required for this Project
10. **RECEIPT OF ADDENDA:** I/(We), the undersigned, acknowledge the receipt of the following:  
Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.  
Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.  
Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.
11. **ACKNOWLEDGEMENT:** I (We), the undersigned, hereby certify that I (We) have familiarized myself (ourselves) with all of the terms and conditions of the Contract Documents and hereby submit this Bid Proposal in full compliance with the requirements of the Contract Documents:  
  
I (We) certify under penalty of false statement that the information in the bid is true, there has been no substantial change in the bidder's financial position or corporate structure since the bidder's most recent prequalification certificate was issued or renewed other than those changes noted in the update statement and that this bid has been made without fraud or collusion.

Bidder's Name: \_\_\_\_\_

**Southington Senior Center  
Pleasant Street, Southington, CT  
BL 14D2432**

Bidder's Address: \_\_\_\_\_

By: \_\_\_\_\_  
(Print Name) (Print Title)

\_\_\_\_\_  
(Original Duly Authorized Signature of Representative of Firm)

Subscribed and Sworn Before Me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

My Commission Expires: \_\_\_\_\_

## **BIDDER'S QUALIFICATION STATEMENT**

All Bidders are required to submit this form, properly completed and signed. A Bidder's failure to answer any question or provide required information may be grounds for disqualification and rejection of the Bid. If a question or request for information does not pertain to your organization in any way, use the symbol "NA" (Not Applicable). If needed, use additional 8 1/2" x 11" sheets with your letterhead to answer the questions herein.

The Owner may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Contractor shall furnish to the Owner all such information and data for this purpose as the Owner may request.

### **A. COMPANY INFORMATION**

1. Indicate exactly the name by which your organization is known, and your current business address:

Name of Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

2. Bidder's Tax Identification Number: \_\_\_\_\_
3. How many years has this organization been in business under its present business name?  
\_\_\_\_\_

4. This organization is a: \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership  
\_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Joint Venture \_\_\_\_\_ Other

#### **A. If a "Corporation":**

1. List the State Where Incorporated: \_\_\_\_\_

2. List Names and Titles of All Officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Fill out Certificate of Incorporation at end of this form.

#### **B. If a "Sole Proprietorship" or a "Partnership":**

1. Date when organization started: \_\_\_\_\_

**BIDDER'S QUALIFICATION STATEMENT**

2. Names and home addresses of Partners or Owner(s):

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3. Town/City in which trade name certificate is filed: 

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C. If a "Joint Venture":

1. Name and business address of each venture participant:

a. 

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b. 

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c. 

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2. Attach a copy of the executed Joint Venture Agreement to the Bid Package.

D. If "Other":

1. Type of organization: 

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2. Date when organization started: 

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3. Names and home addresses of principals:

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### **BIDDER'S QUALIFICATION STATEMENT**

5. How many years has this organization been in business as a General Contractor:  

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6. If this organization has not always been a General Contractor, list the trade(s) that your firm customarily performed prior to the time you became a General Contractor:  

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7. Indicate all other names by which this organization has been known and the length of time known by each name:  

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8. Attach resumes of all Principals to the end of the Bid Package.
9. Attach resumes of Project Managers and Field Supervisory Personnel who will be directly involved with the Project on which you are now a Bidder. Indicate the number of years of construction experience and number of years of construction supervisory experience.

#### **B. PROFESSIONAL EXPERIENCE/REFERENCES/PAST PERFORMANCE**

1. How many years has your firm been performing, as a General Contractor, the specific type of work involved in this present contract?  

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2. List all sub-trades which your firm customarily performs with its own employees:
  - a. 

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  - b. 

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  - c. 

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  - d. 

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  - e. 

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  - f. 

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3. List your General Contractors License Number in the State of Connecticut:  

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**BIDDER'S QUALIFICATION STATEMENT**

4. List all other applicable trade license numbers held by your company in the State of Connecticut and list the trade for each license:

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5. List all Construction Projects your company currently has in progress:

a. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Percent Complete: \_\_\_\_\_  
Contact Person/Tel. #: \_\_\_\_\_

b. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Percent Complete: \_\_\_\_\_  
Contact Person/Tel. #: \_\_\_\_\_

c. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Percent Complete: \_\_\_\_\_  
Contact Person/Tel. #: \_\_\_\_\_

d. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Percent Complete: \_\_\_\_\_  
Contact Person/Tel. #: \_\_\_\_\_

6. List at **least two (2)** projects of similar size and scope that your company has completed in the last **three (3) years**:

a. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Description: \_\_\_\_\_  
Contact Person/Tel. #: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_

**BIDDER'S QUALIFICATION STATEMENT**

- b. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Description: \_\_\_\_\_  
Contact Person/Tel. #: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_
- c. Project Name & Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Description: \_\_\_\_\_  
Contact Person/Tel. #: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_
7. Trade References: Names, addresses and telephone numbers of **at least two (2)** major vendors, subcontractors, owners of firms with which your company has regular business dealings:
- a. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/Tel. # \_\_\_\_\_
- b. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/Tel. # \_\_\_\_\_
- c. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/Tel. # \_\_\_\_\_
8. Provide a list of company-owned equipment that will be committed to this Project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BIDDER'S QUALIFICATION STATEMENT**

9. In the past **five (5) years**, has your organization failed to complete any work awarded to it? \_\_\_\_\_ If yes, provide details on when, where and why:

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10. In the past **five (5) years**, has your organization had a contract terminated for failure to perform, or for failure to meet any requirements of the contract? \_\_\_\_\_ If yes, provide details on when, where and why:

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11. In the past **five (5) years**, have you or your organization been cited by the Labor Department of the State of Connecticut or by any State Agency for any violations of State or Federal labor laws, regulations or guidelines governing payment or payment of wages and/or benefits to your employees? \_\_\_\_\_ If yes, provide details on when, where and why:

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12. Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against the organization or its officers? \_\_\_\_\_ If yes, provide details:

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13. In the past **five (5) years**, has your organization filed any law suits or requested arbitration with regard to construction contracts? \_\_\_\_\_ If yes, provide details:

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**BIDDER'S QUALIFICATION STATEMENT**

14. Have you had an Affirmative Action Plan approved by the Commission on Human Rights and Opportunities within the past **two (2) years**?
- a. If yes, list the expiration date for that Plan: \_\_\_\_\_
- b. Have you received any notification from the Commission on Human Rights and Opportunities of any non-compliance or violation of the terms and conditions of your approved Affirmative Action Plan? If yes, please describe the nature of that non-compliance:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
15. Give a bank reference: \_\_\_\_\_
16. Credit available: \_\_\_\_\_
17. Will you furnish, upon request, a detailed financial statement and any other financial information that may be required by the Owner? \_\_\_\_\_
18. The undersigned hereby authorizes and requests any persons, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this statement of the Bidder's qualifications.

**BIDDER'S QUALIFICATION STATEMENT**

I (We), the undersigned, hereby certify that the information on the preceding pages is true and accurate and that the contracting Agency will rely on said information as a basis for determining the Bidder's qualifications for the project described. The undersigned further understands that any material misrepresentation or inaccuracy above will result in Bidder's disqualification, or, if applicable, will constitute grounds for termination of the Contract.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )      SS

\_\_\_\_\_ being duly sworn,

deposes and says that he is \_\_\_\_\_ of

\_\_\_\_\_ and

that the answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

**BIDDER'S QUALIFICATION STATEMENT**

19. Certificate of Corporation -- To Be Filled Out if Bidder is a Corporation:

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named in the foregoing instrument; that I have been duly authorized to affix the Seal of the Corporation to such papers as require the seal; that \_\_\_\_\_ who signed said instrument on behalf of the Corporation, was then \_\_\_\_\_ of said Corporation; that said instrument was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its corporation powers.

\_\_\_\_\_  
(Signature of Person Certifying)

**C O R P O R A T E   S E A L :**

20. If the Bidder is a Corporation, attach a Statement of Authorization to submit a Bid Proposal from the Governing Body of the Corporation.

**NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. (He, She) is (owner, partner, officer, representative, or agent) of \_\_\_\_\_  
\_\_\_\_\_ the bidder that has submitted the attached Bid;
2. (He, She) is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid prices or the Bid or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and
6. That no employee or person whose salary is payable in whole or in part from the Treasury of the City or Town in which the Project is located is directly or indirectly interested in the Bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Title)

My Commission Expires: \_\_\_\_\_

- END OF SECTION 00 0310 -





ITEM	DESCRIPTION	SPEC. SECTION	SIZE	QUANTITY	GROUP	UNIT PRICE	BID AMOUNT (UNIT PRICE TIMES QUANTITY)
CH-8	CHAIR	12 9500	24.25"W, 22"D, 32"H, 17.5" SH	26	CLASSROOM		
S-1	STORAGE CABINET	12 9500	24"D, 36"W, 72"H	2	CLASSROOM		
T-5	TABLE	12 9500	72"W, 30"D, 29" H	14	CLASSROOM		
WB-1	MARKERBOARD	10 1000	96"W, 48"H	2	CLASSROOM		
CH-7	CHAIR	12 9500	19"W, 22"D, 32"H, 17.5" SH	21	CLASSROOM		
S-1	STORAGE CABINET	12 9500	24"D, 36"W, 72"H	1	CLASSROOM		
T-4	TABLE	12 9500	48"W, 30"D, 29" H	21	CLASSROOM		
T-6	TABLE	12 9500	60"W, 30"D, 29" H	1	CLASSROOM		
WB-1	MARKERBOARD	10 1000	96"W, 48"H	1	CLASSROOM		
	TACKBOARD	10 1000	48"W, 48"H	3	CLASSROOM		
	MOVABLE COAT RACK	10 2810	24" LONG	3	CLASSROOM		
S-1	STORAGE CABINET	12 9500	24"D, 36"W, 72"H	1	CRAFTS		
CH-15	CHAIR	12 9500	ADJUSTABLE STOOL	9	CRAFTS		
T-7	TABLE	12 9500	60"W, 30"D,(2) TABLES 29"H,(7) TABLES 36"H	9	CRAFTS		
	MARKERBOARD	10 1000	72"W,48"H	1	CRAFTS		
	TACKBOARD	10 1000	48"W, 48"H	2	CRAFTS		
	WALL MOUNTED COAT RACK	10 2810	26" LONG	1	CRAFTS		

ITEM	DESCRIPTION	SPEC. SECTION	SIZE	QUANTITY	GROUP	UNIT PRICE	BID AMOUNT (UNIT PRICE TIMES QUANTITY)
S-2	STORAGE CABINET	12 9500	13"D, 34"W, 19"H	2	FITNESS		
CH-14	CHAIR	12 9500	14"D, 42"W, 19"H	1	FITNESS		
S-2	STORAGE CABINET	12 9500	13"D, 34"W, 19"H	1	FITNESS		
CH-14	CHAIR	12 9500	14"D, 42"W, 19"H	1	FITNESS		
CH-5	CHAIR	12 9500	27.5" W, 27.5"D, 36.25-42.5" H, 16.5-20.5" SH	1	FITNESS		
D-2	DESK	12 9500	30"D, 60"W, 29.5"H	1	FITNESS		
	TREADMILL	11 6623		1	FITNESS		
	TREADMILL	11 6623		2	FITNESS		
	TREADMILL	11 6623		3	FITNESS		
	EIPIPTICAL CROSS-TRAINER	11 6623		1	FITNESS		
	EIPIPTICAL CROSS-TRAINER	11 6623		2	FITNESS		
	EIPIPTICAL CROSS-TRAINER	11 6623		3	FITNESS		
	RECUMBENT BIKE	11 6623		1	FITNESS		
	RECUMBENT BIKE	11 6623		2	FITNESS		
	RECUMBENT BIKE	11 6623		3	FITNESS		
	WEIGHTS AND RACK	11 6623		2	FITNESS		

ITEM	DESCRIPTION	SPEC. SECTION	SIZE	QUANTITY	GROUP	UNIT PRICE	BID AMOUNT (UNIT PRICE TIMES QUANTITY)
CH-7	CHAIR	12 9500	19"W, 22"D, 32"H, 17.5" SH	18	GAME		
S-1	STORAGE CABINET	12 9500	24"D, 36"W, 72"H	2	GAME		
T-10	TABLE	12 9500	36" SQUARE, 29"H	2	GAME		
T-9	TABLE	12 9500	72"W, 30"D, 29"H	2	GAME		
T-8	TABLE	12 9500	24" DIAM, 20" H	6	GAME		
	WALL MOUNTED COAT RACK	10 2810	48" LONG	2	GAME		
	WALL MOUNTED COAT RACK	10 2810	24" LONG	2	GAME		
	BILLIARDS TABLE	12 9000	8' LONG	1	GAME		
	BILLIARDS TABLE	12 9000	8' LONG	2	GAME		
	BILLIARDS TABLE	12 9000	8' LONG	3	GAME		
	TABLE TENNIS TABLE	12 9000		1	GAME		
	TABLE TENNIS TABLE	12 9000		2	GAME		
	TABLE TENNIS TABLE	12 9000		3	GAME		

ITEM	DESCRIPTION	SPEC. SECTION	SIZE	QUANTITY	GROUP	UNIT PRICE	BID AMOUNT (UNIT PRICE TIMES QUANTITY)
CH-11	CHAIR	12 9500	25.25"W, 26.26"D, 33.75"H, 18" SH	6	HEALTH		
T-2	TABL	12 9500	24" DIAM, 22" H	1	HEALTH		
LR-1	LITERATURE RACK	12 9500	30"W, 45"H, 2"D	1	HEALTH		
CH-12	CHAIR	12 9500	26"W, 34"D, 43.75"H, 18.5"SH	1	HEALTH		
CH-13	CHAIR	12 9500	23" BASE DIAM., 17"-22" H, 16" SEAT DIAM	1	HEALTH		
	MARKERBOARD	10 1000	24"W, 36"H	1	HEALTH		
	TACKBOARD	10 1000	24"W, 36"H	1	HEALTH		
	WALL MOUNTED COAT RACK	10 2810	24" LONG	1	HEALTH		
BC-1	BOOKCASE	12 9500	12"D, 36"W, 66"H	3	LIBRARY		
CH-4	CHAIR	12 9500	25.25" W, 24.75" D, 33" H, 19" SH	10	LIBRARY		
T-11	TABLE	12 9500	42" SQUARE, 29"H	5	LIBRARY		
	TACKBOARD	10 1000	24"W, 36" H	1	LIBRARY		
	WALL MOUNTED COAT RACK	10 2810	24" LONG	1	LIBRARY		

ITEM	DESCRIPTION	SPEC. SECTION	SIZE	QUANTITY	GROUP	UNIT PRICE	BID AMOUNT (UNIT PRICE TIMES QUANTITY)
CH-7	CHAIR	12 9500	19"W, 22"D, 32"H, 17.5" SH	4	LOBBY		
CH-4	CHAIR	12 9500	25.25" W, 24.75" D, 33" H, 19" SH	8	LOBBY		
CH-3	CHAIR	12 9500	30"W,31"D,34"H,17" SH	4	LOBBY		
DC-1	DISPLAY CASE	12 9500	16.75"D, 36"W, 78.5"H	2	LOBBY		
T-2	TABLE	12 9500	24" DIAM, 22" H	2	LOBBY		
T-3	TABLE	12 9500	30" DIAM, 27.75" H	4	LOBBY		
	TACKBOARD	10 1000	48"W, 48"H	2	LOBBY		
	MOVABLE COAT RACK	10 2810	36" LONG	1	LOBBY		
CH-1	CHAIR	12 9500	20.1"W,22"D,32.5H, 18" SH	80	MFS		
CH-2	CHAIR	12 9500	21"W,31"D, 36.5"H	10	MFS		
T-1	TABLE	12 9500	60"DIAM,27.5" H	10	MFS		
	TACKBOARD	10 1000	48"W, 48"H	2	MFS		
	MOVABLE COAT RACK	10 2810	48" LONG	2	MFS		
	PICKLEBALL EQUIPMENT	11 6623		1	MFS		

ITEM	DESCRIPTION	SPEC. SECTION	SIZE	QUANTITY	GROUP	UNIT PRICE	BID AMOUNT (UNIT PRICE TIMES QUANTITY)
CH-5	CHAIR	12 9500	27.5" W, 27.5"D, 36.25-42.5" H, 16.5-20.5" SH	5	OFFICES		
CH-6	CHAIR	12 9500	23.5"W, 24"D, 33"H, 17.5" SH	11	OFFICES		
F-1	FILE	12 9500	18 5/8"D, 36"W, 67 5/8" H	6	OFFICES		
D-1	DESK	12 9500	DESK: 60"W, 30"D, 29.5"H, DESK PED: 15.25"W, 26.5"W, 27.5"H, RETURN PED 15.25"W,20"D,27.5"H RETURN:	5	OFFICES		
T-12	TABLE	12 9500	42" DIAM., 29.5"H	1	OFFICES		
LR-1	LITERATURE RACK	12 9500	30"W, 45"H, 2"D	1	OFFICES		
CH-6	CHAIR	12 9500	23.5"W, 24"D, 33"H, 17.5" SH	3	OFFICES		
CH-5	CHAIR	12 9500	27.5" W, 27.5"D, 36.25-42.5" H, 16.5-20.5" SH	3	OFFICES		
F-1	FILE	12 9500	18 5/8"D, 36"W, 67 5/8" H	5	OFFICES		
F-2	FILE	12 9500	24"D, 15"W, 23"H	3	OFFICES		
	TACKBOARD	10 1000	24"W, 36"H	2	OFFICES		
	TACKBOARD	10 1000	24"W, 36"H	1	OFFICES		
	TACKBOARD	10 1000	48"W, 48"H	3	OFFICES		
	MARKERBOARD	10 1000	48" W, 36" H	2	OFFICES		
	WALL MOUNTED COAT RACK	10 2810	24" LONG	1	OFFICES		
	WALL MOUNTED COAT RACK	10 2810	36" LONG	1	OFFICES		

ITEM	DESCRIPTION	SPEC. SECTION	SIZE	QUANTITY	GROUP	UNIT PRICE	BID AMOUNT (UNIT PRICE TIMES QUANTITY)
CH-5	CHAIR	12 9500	27.5" W, 27.5"D, 36.25-42.5" H, 16.5-20.5" SH	4	SOCIAL		
CH-7	CHAIR	12 9500	19"W, 22"D, 32"H, 17.5" SH	8	SOCIAL		
D-3	DESK	12 9500	30"D, 60"W, 29.5"H	1	SOCIAL		
D-2	DESK	12 9500	30"D, 60"W, 29.5"H	4	SOCIAL		
SD-1	SCREEN	12 9500	50"W, 60"H	3	SOCIAL		
LR-2	LITERATURE RACK	12 9500	30"W-20.5"H, 2"D	1	SOCIAL		
	MARKERBOARD		48"W, 36"H	1	SOCIAL		
	TACKBOARD		48"W, 36"H	1	SOCIAL		
CH-8	CHAIR	12 9500	24.25"W, 22"D, 32"H, 17.5" SH	12	TECH		
T-5	TABLE	12 9500	72"W, 30"D, 29" H	7	TECH		
T-4	TABLE	12 9500	48"W, 30"D, 29" H	1	TECH		
T-6	TABLE	12 9500	60"W, 30"D, 29" H	1	TECH		
WB-1		10 1000	96"W, 48"H	1	TECH		
CH-7	CHAIR	12 9500	19"W, 22"D, 32"H, 17.5" SH	12	TECH		
T-5	TABLE	12 9500	72"W, 30"D, 29" H	4	TECH		
WB-1		10 1000	96"W, 48"H	1	TECH		
	TACKBOARD	10 1000	24"W, 48"H	2	TECH		
	WALL MOUNTED COAT RACK	10 2810	36" LONG	2	TECH		

ITEM	DESCRIPTION	SPEC. SECTION	SIZE	QUANTITY	GROUP	UNIT PRICE	BID AMOUNT (UNIT PRICE TIMES QUANTITY)
	ROLLER WINDOW SHADES	12 2413	VARY	AS REQUIRED FOR ENTIRE PROJECT	ALL		
	ENTRANCE FLOOR MATS	12 4813	VARY	AS REQUIRED FOR ENTIRE PROJECT	ALL		
	PICNIC TABLES	12 9310	46" SQUARE TOP, 4 ATTACHED BENCHES	EACH	PATIO		
	PICNIC TABLES	12 9310	46" SQUARE TOP, 3 ATTACHED BENCHES	EACH	PATIO		



**SECTION 00 0700**

**GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION**

The General Conditions of the Contract for Furniture, Furnishings and Equipment, AIA Document A251-2007, pages 1 through 14 inclusive, are hereby made a part of these Contract Documents to the same extent as if bound herein.

The Table of Contents included in the General Conditions is as follows:

1. GENERAL PROVISIONS
2. OWNER
3. VENDOR
4. TITLE AND RISK OF LOSS
5. DELIVERY AND INSTALLATION
6. ACCEPTANCE
7. WARRANTIES
8. PAYMENT
9. ARCHITECT
10. RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS
11. TIME
12. PROTECTION OF PERSONS AND PROPERTY
13. INSURANCE
14. MISCELLANEOUS PROVISIONS
15. CLAIMS AND DISPUTES

**- END OF SECTION 00 0700 -**





# Document A251™ – 2007

## General Conditions of the Contract for Furniture, Furnishings and Equipment

### for the following PROJECT:

*(Name, location, and brief description)*

Furniture, Fixtures and Equipment  
Southington Senior Center

### THE OWNER:

*(Name, legal status, address and other information)*

The Town of Southington  
75 Main Street  
Southington, CT, 06489

### THE ARCHITECT:

*(Name, legal status, address and other information)*

BL Companies, Inc.  
355 Research Parkway  
Meriden, CT 06450

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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### ARTICLE 1 GENERAL PROVISIONS

#### § 1.1 BASIC DEFINITIONS

§ 1.1.1 The Contract Documents. The Contract Documents are enumerated in the Agreement between the Owner and Vendor (hereinafter the Agreement), and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. Unless specifically enumerated in the Agreement, the Contract Documents do not include other documents such as the request for quotation or the Vendor's quotation.

§ 1.1.2 **Modification.** A Modification is (1) a written amendment to the Contract signed by both parties or (2) a written order for a minor change in the Work issued by the Architect.

§ 1.1.3 **The Contract.** The Contract Documents form the Contract for Furniture, Furnishings and Equipment. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Architect and the Vendor; (2) between the Owner and a sub-vendor; (3) between the Owner and the Architect or the Architect's consultants; or (4) between any persons or entities other than the Owner and the Vendor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

§ 1.1.4 **The Work.** The term "Work" means the fabrication, shipping, warehousing, delivery, installation and all other labor, materials and activities required of the Vendor. The Work may constitute the whole or a part of the Project with regard to the furniture, furnishings and equipment required by the Contract Documents.

§ 1.1.5 **The Project.** The Project is the total construction and installation of which the Work performed under the Contract may be the whole or a part. Other vendors and contractors under separate agreements with the Owner may concurrently perform construction or other activities for the Project.

§ 1.1.6 **The Drawings.** The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.

§ 1.1.7 **The Specifications.** The Specifications are that portion of the Contract Documents consisting of the written requirements for furniture, furnishings, equipment, systems, quality and workmanship standards for the Work.

§ 1.1.8 **Instruments of Service.** Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### § 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Vendor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Vendor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.2.2 Unless otherwise stated in the Contract Documents, words that have well-known technical or furniture, furnishings and equipment industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.2.3 Terms capitalized in these General Conditions include those which are (1) specifically defined, (2) the titles of numbered articles and identified references to Sections in the document or (3) the titles of other documents published by the American Institute of Architects.

### § 1.3 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

§ 1.3.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights, including copyrights. The Vendor, sub-vendors and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.3.2 The Vendor, sub-vendors and suppliers are authorized to use and reproduce the Instruments of Service provided to them solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Vendor, sub-vendors and suppliers may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and the Architect's consultants.

### § 1.4 TRANSMISSION OF DATA IN DIGITAL FORM

If the parties intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions, unless otherwise already provided in the Agreement or the Contract Documents.

## ARTICLE 2 OWNER

### § 2.1 GENERAL

The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 9.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

### § 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

§ 2.2.1 Unless otherwise provided in the Contract Documents, the Owner shall provide

- .1 areas of the Project premises that the Vendor may utilize in the performance of the Work;
- .2 access to the premises for the Vendor at reasonable times;
- .3 suitable space for receipt, inspection, acceptance and staging of materials, furniture, furnishings and equipment;
- .4 temporary utilities and facilities on the premises and vertical transportation necessary for progress and execution of the Work; and
- .5 security normal for the Project premises.

§ 2.2.2 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall furnish any other information or services under the Owner's control and relevant to the Vendor's performance of the Work with reasonable promptness after receiving the Vendor's written request for such information or services.

## ARTICLE 3 VENDOR

### § 3.1 GENERAL

§ 3.1.1 The Vendor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The term "Vendor" means the Vendor or the Vendor's authorized representative.

§ 3.1.2 The Vendor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Vendor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract or by tests, inspections or approvals required or performed by persons or entities other than the Vendor.

### **§ 3.2 REVIEW OF CONTRACT DOCUMENTS AND INSPECTION OF PROJECT PREMISES BY VENDOR**

**§ 3.2.1** Execution of the Contract by the Vendor is a representation that the Vendor has visited the Project premises or, if the Project premises have not yet been constructed, has reviewed the documents pertaining thereto; has become familiar with local conditions under which the Work is to be performed and information relative to access to and use of the Project premises, as provided by the Owner under Section 2.2; and has correlated personal observations with requirements of the Contract Documents.

**§ 3.2.2** Because the Contract Documents are complementary, the Vendor shall, before starting each portion of the Work, (1) carefully study and compare the various Drawings and other Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.2.1; (2) take field measurements of any existing conditions related to that portion of the Work; and (3) observe any conditions of the access route or on the Project premises affecting the Work. These obligations are for the purpose of facilitating delivery and installation by the Vendor and are not for the purpose of discovering errors, omissions or inconsistencies in the Contract Documents; however, the Vendor shall report promptly to the Architect any errors, inconsistencies or omissions discovered or made known to the Vendor as a request for information in such form as the Architect may require. It is recognized that the Vendor's review of the Contract Documents is made in the Vendor's capacity as a Vendor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

**§ 3.2.3** The Vendor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Vendor shall report promptly to the Architect any nonconformity discovered by or made known to the Vendor as a request for information in such form as the Architect may require.

**§ 3.2.4** In addition to the Vendor's representations under Section 3.2.1, the Vendor shall, prior to shipment, delivery and installation, visit and inspect the Project premises in order to confirm the conditions under which the Work is to be performed; verify the stage of completion of the premises and the Project; determine availability of facilities for access, delivery, transportation and staging area; determine the physical and environmental restrictions imposed by the Owner and the condition of the premises and separate vendors; and correlate these observations with the requirements of the Contract Documents. The Vendor shall promptly report to the Owner conditions observed during such inspection or thereafter that would impede the Vendor's performance of the Work.

**§ 3.2.5** If the Vendor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Vendor's notices or requests for information pursuant to Sections 3.2.2, 3.2.3 and 3.2.4, the Vendor shall make Claims as provided in Article 15. If the Vendor fails to perform the obligations of Sections 3.2.2, 3.2.3, or 3.2.4, the Vendor shall pay such costs and damages to the Owner as would have been avoided if the Vendor had performed such obligations.

### **§ 3.3 SUPERVISION OF THE WORK**

**§ 3.3.1** The Vendor shall supervise and direct the Work, using the Vendor's best skill and attention. The Vendor shall be solely responsible for and have control over the means, methods, techniques, sequences and procedures of fabrication, shipment, delivery and installation, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

**§ 3.3.2** The Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors and their agents and employees, and other persons or entities performing or providing portions of the Work to, for or on behalf of, the Vendor or any of its sub-vendors.

**§ 3.3.3** The Vendor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition for subsequent Work.

### **§ 3.4 LABOR AND MATERIALS**

**§ 3.4.1** Unless otherwise provided in the Contract Documents, the Vendor shall provide and pay for labor, materials, furniture, furnishings and equipment, tools, installation equipment and machinery, delivery, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated into the Work.

§ 3.4.2 The Vendor shall not make substitutions until after evaluation by the Architect and approval by the Owner.

§ 3.4.3 The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Work. The Vendor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

### § 3.5 TAXES

The Vendor shall pay all required sales, consumer, use and similar taxes for the Work provided by the Vendor.

### § 3.6 PERMITS, FEES NOTICES, AND COMPLIANCE WITH LAWS

§ 3.6.1 Unless otherwise provided in the Contract Documents, the Vendor shall secure and pay for permits, fees, licenses and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required as of that date.

§ 3.6.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.6.3 If the Vendor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Vendor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

### § 3.7 SUPERINTENDENT

The Vendor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project premises during performance of the Work. The superintendent shall represent the Vendor, and communications given to the superintendent shall be as binding as if given to the Vendor.

### § 3.8 VENDOR'S SCHEDULES

§ 3.8.1 The Vendor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Vendor's progress schedule for the Work. The schedule shall not exceed time limits established in the Contract Documents, shall be revised at appropriate intervals as required by the conditions of the Work and the Project, shall be related to the Project and related Work to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

§ 3.8.2 The Vendor's progress schedule shall indicate dates for commencement and completion of phases of the Work, within the Contract Time, including dates for order placement, fabrication, shipping, delivery and installation. The schedule shall indicate other critical dates, such as deadlines for approval of submittals of colors, finishes, fabrics and other materials. The Vendor shall obtain and submit for the Owner's and the Architect's information written confirmation from sub-vendors of dates of fabrication and delivery.

§ 3.8.3 The Vendor shall prepare a submittal schedule, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, and shall submit the schedule(s) for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall 1) be coordinated with the Vendor's progress schedule, and 2) allow the Architect reasonable time to review submittals. If the Vendor fails to submit a submittal schedule, the Vendor shall not be entitled to any increase in Contract Sum or extension of contract completion time based on the time required for review of submittals.

§ 3.8.4 The Vendor shall perform the Work in accordance with the most recent schedules submitted to the Owner and Architect.

§ 3.8.5 The Vendor shall cooperate with the Owner and Architect in coordinating the Vendor's progress schedule with those of separate Vendors and with the requirements of the Owner and Architect. The Vendor shall cooperate in determining mutually acceptable dates and times for delivery, installation and inspection of the Work, and use of services and facilities provided to the Vendor, all to be confirmed in writing within a reasonable time in advance of such dates and times.



### **§ 3.9 DOCUMENTS FOR THE OWNER'S RECORDS**

The Vendor shall maintain for the Owner one copy of the Drawings, Specifications, Addenda and other Modifications, in good order and marked currently to indicate field changes and selections made during performance of the Work, and one copy of approved Shop Drawings, Product Data and similar required submittals. These shall be available to the Architect and shall be delivered to the Owner upon completion of the Work as a record of the Work installed.

### **§ 3.10 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES**

**§ 3.10.1** Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Vendor or a sub-vendor to illustrate some portion of the Work.

**§ 3.10.2** Product Data are manufacturer's illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Vendor to illustrate materials or equipment for some portion of the Work.

**§ 3.10.3** Shop Drawings, Product Data and similar submittals are not Contract Documents. Their purpose is to demonstrate the way by which the Vendor proposes to conform to the information given and the design concept expressed in the Contract Documents. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. The Architect may return without action submittals that are not required by the Contract Documents.

**§ 3.10.4** The Vendor shall review for compliance with the Contract Documents, and approve and submit to the Architect, Shop Drawings, Product Data and similar submittals required by the Contract Documents in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submitted schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate vendors.

**§ 3.10.5** By submitting Shop Drawings, Product Data and similar submittals, the Vendor represents to the Owner and Architect that the Vendor has (1) reviewed and approved them, and (2) determined and verified materials, field measurements and field installation criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

**§ 3.10.6** The Vendor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data or similar submittals until the respective submittal has been approved by the Architect.

**§ 3.10.7** The Work shall be in accordance with approved submittals, except that the Vendor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data or similar submittals unless the Vendor has specifically informed the Architect in writing of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work or (2) a Modification to the Contract has been approved authorizing the deviation. The Vendor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data or similar submittals by the Architect's approval.

**§ 3.10.8** The Vendor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such written notice, the Architect's approval of a resubmission shall not apply to such revisions.

**§ 3.10.9** Samples, once approved, constitute an express warranty that the goods will conform to the sample.

**§ 3.10.10** When professional certification of performance criteria for furniture, furnishings and equipment is required by the Contract Documents, the Architect shall be entitled to rely upon the accuracy and completeness of such certifications.

### **§ 3.11 CLEANING UP**

**§ 3.11.1** The Vendor shall keep the premises and surrounding area free from accumulation of waste materials and other debris created by operations under the Contract. At completion of the Work, the Vendor shall remove waste



materials and other debris created by the Vendor's activities, the Vendor's tools, construction equipment, machinery and surplus materials from and about the Project.

§ 3.11.2 If the Vendor fails to clean up as provided in the Contract Documents, the Owner may do so, and the Owner shall be entitled to reimbursement from the Vendor for the cost thereof.

#### § 3.12 INDEMNIFICATION

§ 3.12.1 To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Vendor, a sub-vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 3.12.

§ 3.12.2 In claims against any person or entity indemnified under this Section 3.12 by an employee of the Vendor, a sub-vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under Section 3.12.1 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Vendor or a sub-vendor under workers' compensation acts, disability benefit acts or other employee benefit acts.

#### ARTICLE 4 TITLE AND RISK OF LOSS

§ 4.1 Title to all furniture, furnishings and equipment shall be transferred to the Owner upon acceptance by the Owner pursuant to Section 6.2 or upon payment in full to the Vendor, whichever occurs first.

§ 4.2 The risk of loss, with respect to all furniture, furnishings and equipment provided by the Vendor, shall remain on the Vendor until acceptance by the Owner pursuant to Section 6.2 of the furniture, furnishings and equipment, or designated portion thereof.

§ 4.3 The Owner shall be under no obligation to insure furniture, furnishings or equipment that does not conform to the Contract Documents or that the Owner has rejected. Under such circumstances, the risk of loss shall remain with the Vendor.

#### ARTICLE 5 DELIVERY AND INSTALLATION

§ 5.1 The Vendor shall make delivery of all furniture, furnishings and equipment in accordance with the Vendor's progress schedule or at a time agreed upon by the Owner and Architect.

§ 5.2 The Vendor shall become fully informed of the conditions relating to delivery, installation and labor under which the Vendor's Work will be performed. The Vendor shall employ the labor, and means and methods of carrying out the Vendor's Work as the conditions require.

§ 5.3 Delivery and installation of all furniture, furnishings and equipment shall be made to the location of the Project, as specified in the Contract Documents. Installation of furniture, furnishings and equipment shall include testing as required by the Contract Documents.

§ 5.4 The Vendor shall consult with the Owner to identify a route to be used within the Project premises from the point of initial delivery at the Project premises to the place of final placement or installation. After its selection, the route shall be made available to the Vendor for delivery of furniture, furnishings and equipment as provided in Section 5.1 and Section 5.2.

§ 5.5 The Vendor shall, within a reasonable time prior to delivery, provide the Owner with schedules for access and arrange for the use of elevators and unloading facilities.

§ 5.6 When the Vendor considers installation of all or a designated portion of the furniture, furnishings or equipment required by the Contract Documents to be complete, the Vendor shall advise the Owner and Architect in writing.

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## ARTICLE 6 ACCEPTANCE

§ 6.1 Prior to the tender of delivery by the Vendor, the Owner may conduct a preliminary inspection of the furniture, furnishings and equipment upon delivery for the purpose of verifying the delivery of such furniture, furnishings or equipment, including quantities. Such preliminary inspections shall not constitute acceptance of, taking charge over or control of such furniture, furnishings or equipment. Any defects, damage, deficiencies or nonconformity discovered by the Owner shall be reported to the Vendor.

§ 6.2 Upon completion of installation pursuant to Section 5.6, the Owner, with the assistance of the Architect, shall conduct an acceptance inspection. If the Owner determines that the furniture, furnishings and equipment comply with the requirements of the Contract Documents, the Owner shall notify the Vendor that the furniture, furnishings and equipment have been accepted. If the Owner determines that all or any portion of the furniture, furnishings or equipment do not conform to the requirements of the Contract Documents, the Owner shall reject such nonconforming portion by notifying the Vendor in writing of such rejection.

§ 6.3 If the Owner rejects all or any portion of the delivery, the Owner shall notify the Vendor within a reasonable time, which shall not be more than 30 days after the date of the inspection performed pursuant to Section 6.2. The notice shall include the specific basis for the Owner's rejection.

§ 6.4 If the Owner rejects all or any portion of the delivery, the Owner shall hold the rejected portion for a reasonable time to permit the Vendor to remove it from the Project premises.

§ 6.5 Upon rejection by the Owner, the Vendor shall have 30 days to provide acceptable evidence of arrangements to remedy the basis for rejection. If the Vendor remedies the basis for rejection, the Vendor shall notify the Owner in writing. The Owner shall have an additional period of time to conduct an acceptance inspection of the previously rejected furniture, furnishings or equipment. If the Owner agrees to accept the furniture, furnishings or equipment, the Owner shall so notify the Vendor in writing. If the Owner rejects the tender of such furniture, furnishings or equipment, the Owner shall notify the Vendor within a reasonable time, which shall not be more than 30 days. Such notice shall include the specific basis for rejection. Upon rejection, the Vendor shall remove the rejected furniture, furnishings or equipment from the Project premises.

§ 6.6 If furniture, furnishings or equipment that have been previously accepted are found not to comply with the requirements of the Contract Documents, the Owner shall be entitled to revoke acceptance so long as the Vendor does not suffer actual prejudice by virtue of the Owner's prior acceptance of such furniture, furnishings or equipment. Such revocation of acceptance shall be made by giving prompt notice to the Vendor. In such event, the Vendor shall proceed in accordance with Section 6.5.

§ 6.7 The provisions of this Article 6 do not preclude recovery of damages as provided by law.

## ARTICLE 7 WARRANTIES

§ 7.1 The Vendor expressly warrants to the Owner and Architect that the Work complies with the requirements of the Contract Documents. The Vendor further warrants that the Owner shall receive the benefit of standard manufacturer's warranties and guarantees applicable to the Work.

§ 7.2 The Vendor provides to the Owner and Architect all warranties relating to the furniture, furnishings and equipment implied by law, including but not limited to the warranty of merchantability.

§ 7.3 The Vendor acknowledges that no exclusion of or limitation on warranties contained in any proposal, product literature or other submittal shall affect the warranties provided pursuant to Sections 7.1 and 7.2.

## ARTICLE 8 PAYMENT

§ 8.1 Before the first application for payment, the Vendor shall submit to the Owner a quotation schedule showing the values allocated to each quotation for portions of the Work. The Vendor's quotation schedule shall be accompanied by a certified statement from the Vendor prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This schedule, when approved by the Owner, shall be submitted with each application for payment and shall be used as a basis for reviewing the Vendor's applications for payment.

§ 8.2 When payment is due pursuant to the payment terms of the Agreement, the Vendor shall submit to the Owner an itemized application for payment. Such application shall be notarized, if required by the Contract Documents, and supported by such data substantiating the Vendor's right to payment as the Owner may require, such as copies of bills of lading or requisitions from sub-vendors and equipment suppliers.

## **ARTICLE 9 ARCHITECT**

### **§ 9.1 GENERAL**

The Owner shall retain an architect lawfully licensed to practice architecture or an entity lawfully practicing architecture in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

### **§ 9.2 ADMINISTRATION OF THE CONTRACT**

§ 9.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during performance of the Work until final payment is due. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 9.2.2 The Architect will assist the Owner in coordinating schedules for fabrication, delivery and installation of the Work, but will not be responsible for failure of the Vendor or a sub-vendor to meet schedules for completion or to perform their respective duties and responsibilities in conformance with such schedules.

§ 9.2.3 The Architect will visit the Project premises at intervals appropriate to the stage of the Vendor's operations, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed; and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous inspections at the Project premises to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for, the means, methods, techniques, and sequences or procedures of fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work, since these are solely the Vendor's rights and responsibilities under the Contract Documents, except as provided in Section 3.3.1.

§ 9.2.4 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work. The Architect will not be responsible for the Vendor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall not have control over, charge of, or responsibility for acts or omissions of the Vendor, sub-vendors, their agents or employees, or any other persons or entities performing portions of the Work.

§ 9.2.5 The Architect has authority to order minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the completion time, and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by written order and shall be binding on the Owner and Vendor. The Vendor shall carry out such written orders promptly.

§ 9.2.6 Unless otherwise provided, the Architect's authority shall not extend to the receipt, inspection or acceptance on behalf of the Owner of furniture, furnishings and equipment at the time of their delivery to the Project premises and subsequent installation. The Architect is not authorized to reject nonconforming Work, stop the Work or terminate the Contract.

§ 9.2.7 The Architect may recommend to the Owner rejection of Work that does not conform to the Contract Documents. A recommendation by the Architect made in good faith shall not give rise to a duty or responsibility of the Architect to the Owner, Vendor, sub-vendors, their agents or employees, or other persons or entities performing portions of the Work.

## **ARTICLE 10 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS**

### **§ 10.1 OWNER'S RIGHT TO PERFORM RELATED ACTIVITIES AND TO AWARD SEPARATE CONTRACTS**

**§ 10.1.1** The Owner reserves the right to perform activities related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other activities at the Project premises. If the Vendor claims that such action by the Owner involves delay or additional cost, the Vendor shall make such Claim as provided in Article 15.

**§ 10.1.2** When separate contracts are awarded for different portions of the Project or other activities at the Project premises, the term "Vendor" in the Contract Documents in each case shall mean the vendor who executes each separate Owner-Vendor Agreement.

**§ 10.1.3** The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate vendor with the Work of the Vendor, who shall cooperate with them. The Vendor shall participate with other separate vendors and the Owner in reviewing their progress schedules. The Vendor shall make any revisions to the progress schedule deemed necessary after a joint review and mutual agreement. The progress schedules shall then constitute the schedules to be used by the Vendor, separate vendors and the Owner until subsequently revised.

**§ 10.1.4** Unless otherwise provided in the Contract Documents, when the Owner performs activities related to the Project with the Owner's own forces, the Owner shall be deemed to be subject to the same obligations and to have the same rights that apply to the Vendor under the Contract, including, without excluding others, those stated in this Article 10, and in Article 3, Article 12 and Article 13 herein.

### **§ 10.2 MUTUAL RESPONSIBILITY**

**§ 10.2.1** The Vendor shall afford the Owner and separate vendors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Vendor's activities with theirs as required by the Contract Documents.

**§ 10.2.2** If part of the Vendor's Work depends for proper execution or results upon activities by the Owner or a separate vendor, the Vendor shall, prior to proceeding with that portion of the Work, promptly report to the Architect apparent discrepancies or defects resulting from their activities that would impede the Vendor in achieving proper execution and results. If the Vendor fails to report discrepancies or defects reasonably discoverable, it shall be responsible for deficiencies or defects in its Work due to such deficiencies or defects.

**§ 10.2.3** The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor because of the Vendor's delays, improperly timed activities or other damage to the Work of a separate vendor. The Owner shall be responsible to the Vendor for costs the Vendor incurs because of the delays, improperly timed activities or damage to the Work caused by a separate vendor.

**§ 10.2.4** The Vendor shall promptly remedy damage it wrongfully causes to property of the Owner or separate vendors as provided in Section 12.2.4.

### **§ 10.3 OWNER'S RIGHT TO CLEAN UP**

If a dispute arises among the Vendor, separate vendors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and, with the Architect's assistance, allocate the cost among those responsible.

## **ARTICLE 11 TIME**

### **§ 11.1 DEFINITION OF DAY**

The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

### **§ 11.2 PROGRESS AND COMPLETION**

**§ 11.2.1** Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Vendor confirms that the completion date stated in the Contract Documents provides a reasonable period for performing the Work.

**§ 11.2.2** The Vendor shall not knowingly, except by agreement or instruction of the Owner in writing, prematurely commence operations on the Project premises prior to the effective date of insurance required by Article 13 to be

Init.



furnished by the Vendor and the Owner. The date of commencement of the Work shall not be changed by the effective date of such insurance.

§ 11.2.3 The Vendor shall proceed expeditiously with adequate forces and shall achieve completion by the mutually agreed upon completion date.

### § 11.3 DELAYS AND EXTENSIONS OF TIME

§ 11.3.1 If the Vendor is delayed at any time in the commencement or progress of the Work by an act or neglect of the Owner or Architect; or by changes ordered in the Work; or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor's control; or by delay authorized by the Owner pending mediation and arbitration; or by other causes which the Architect determines may justify delay, the completion date shall be extended by mutual agreement between the Owner and the Vendor.

### § 11.3.2 CONFORMANCE TO AGREED-UPON SCHEDULES

§ 11.3.2.1 The Owner shall cooperate and coordinate its activities with the agreed-upon critical dates identified in the Vendor's progress schedule provided under Section 3.8.2.

§ 11.3.2.2 The Owner shall be responsible for costs the Vendor incurs, such as demurrage, warehousing, and storage or delivery charges, that are due to the Owner's failure to conform to the mutually agreed-upon progress schedule for the Work; to the Owner's failure, without justification, to accept delivery or final installation of furniture, furnishings and equipment; or to any other delays for which the Owner is responsible.

§ 11.3.3 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 11.3.4 This Section 11.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

## ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY

### § 12.1 SAFETY PRECAUTIONS AND PROGRAMS

The Vendor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

### § 12.2 SAFETY OF PERSONS AND PROTECTION OF PROPERTY

§ 12.2.1 The Vendor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials, furniture, furnishings and equipment to be incorporated therein, whether in storage on or off the Project premises, under care, custody or control of the Vendor or sub-vendors; and
- .3 other property at the Project premises or adjacent thereto, including property of the Owner, separate vendors or other persons, whether or not completed or installed.

§ 12.2.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

§ 12.2.3 When use or storage of flammable, volatile or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Vendor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 12.2.4 The Vendor shall promptly remedy damage and loss to property, other than damage to the Work, caused in whole or in part by the Vendor or anyone directly or indirectly employed by the Vendor, except damage or loss attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Vendor.

## **ARTICLE 13 INSURANCE**

### **§ 13.1 VENDOR'S LIABILITY INSURANCE**

**§ 13.1.1** The Vendor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Vendor from claims set forth below which may arise out of or result from the Vendor's operations and completed operations under the Contract and for which the Vendor may be legally liable, whether such operations be by the Vendor, by a sub-vendor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- .1 Claims under workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the Work to be performed;
- .2 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Vendor's employees;
- .3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Vendor's employees;
- .4 Claims for damages insured by usual personal injury liability coverage;
- .5 Claims for damages, other than to the Work itself, because of injury to, or destruction of, tangible property, including loss of use resulting therefrom;
- .6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- .7 Claims for bodily injury or property damage arising out of completed operations;
- .8 Claims involving contractual liability insurance applicable to the Vendor's obligations under Section 3.12.1; and
- .9 Claims for products liability and completed-operations insurance.

**§ 13.1.2** The insurance required by Section 13.1.1 shall be written for not less than the limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and with respect to the Contractor's completed operations coverage, until the expiration of the period specified in the Contract Documents.

**§ 13.1.3** Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by Section 13.1.1 shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. An additional certificate evidencing continuation of liability coverage including coverage for completed operations shall be submitted with the final application for payment and thereafter upon renewal or replacement of such coverage until the expiration of the time required by Section 13.1.2. The Vendor shall provide information concerning reduction of coverage on account of revised limits or claims paid under the general aggregate, or both, with reasonable promptness.

## **ARTICLE 14 MISCELLANEOUS PROVISIONS**

### **§ 14.1 GOVERNING LAW**

This Agreement shall be considered to be for sale of goods and shall be governed by the Uniform Commercial Code (UCC) as adopted in the place where the Project is located. The Contract shall be governed by the law of the place where the Project is located, except, that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 9.6.

### **§ 14.2 SUCCESSORS AND ASSIGNS**

The Owner and Vendor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

## ARTICLE 15 CLAIMS AND DISPUTES

**§ 15.1 Definition.** A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Vendor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.

**§ 15.1.1 Notice of Claims.** Claims by either party must be initiated by written notice to the other party within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

**§ 15.1.2 Continuing Contract Performance.** Pending final resolution of a Claim, the Vendor shall proceed diligently with performance of the Contract, and the Owner shall continue to make payments in accordance with the Contract Documents.

**§ 15.1.3 Claims for Consequential Damages.** The Vendor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Vendor for principal office expenses, including the compensation of personnel stationed there; for losses of financing, business and reputation; and for loss of profit, except anticipated profit arising directly from the Work. Nothing contained in this Section 15.1.3 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

## § 15.2 RESOLUTION OF CLAIMS AND DISPUTES

Claims, including those alleging an error or omission by the Architect, shall be referred initially to the Architect. An initial recommendation in writing by the Architect, followed by negotiation of the parties, shall be required as a condition precedent to mediation, arbitration or litigation of all Claims between the Vendor and Owner arising prior to the date final payment is due, unless 30 days have passed after the Claim has been referred to the Architect with no recommendation having been made by the Architect.

## § 15.3 MEDIATION

**§ 15.3.1** Any Claim arising out of or related to the Contract, except Claims relating to aesthetic effect and except those waived as provided for in Section 15.1.3, shall, after recommendation by the Architect or 30 days after submission of the Claim to the Architect, be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party.

**§ 15.3.2** The parties shall endeavor to resolve their Claims by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a demand for arbitration, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

**§ 15.3.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

## § 15.4 ARBITRATION

**§ 15.4.1** Any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity

administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

#### § 15.4.4 CONSOLIDATION OR JOINDER

§ 15.4.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of a Claim not described in the written consent.

§ 15.4.4.3 The Owner and Vendor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Vendor under this Agreement.



**SECTION 00 0800**

**SUPPLEMENTARY GENERAL CONDITIONS**

**1.1 SUPPLEMENTARY CONDITIONS, GENERAL**

- A. The following Supplementary General Conditions modify AIA A251, General Conditions of the Contract for Furniture, Furnishings, and Equipment. Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, unaltered portions of the General Conditions shall remain in effect.

**1.2 ARTICLE 1.1. BASIC DEFINITIONS**

- A. 1.1.1. Add the following:
  - 1. “1.1.1.1 For the purposes of this Contract, hereafter the terms “Vendor” and “Contractor” will be synonymous.”
  - 2. “1.1.1.2 The terms ‘Project Designer’ and ‘Architect’ are equivalent terms with respect to authority granted by the terms of this Contract in the performance and enforcement of its obligations.”
- B. 1.1.2 Add the following:
  - 1. “.... and executed in a Change Order form acceptable to the Owner and Architect or otherwise provided by the terms of this Contract.
- C. 1.1.4 Add the following:
  - 1. 1.1.4.1 “The Work includes all incidental work indicated in the Contract Documents that facilitate the delivery, installation, and protection of the Work.”

**1.3 ARTICLE 2 – OWNER**

- A. 2.2.2 Add the following:
  - 1. “2.2.2.1 ‘Reasonable promptness’ shall not be construed to mean performance required of the Owner to meet a defined schedule under the terms of this Contract that are delayed by conditions or forces outside the Owner’s control, including Contractor’s delays.”

**1.4 ARTICLE 3 – VENDOR**

- A. 3.1.1 Add the following:
  - 1. 3.1.1.1 “The Vendor, as signatory to the Agreement, assumes all obligations under this Contract and may not be relieved of fulfilling all the terms of the Contract Documents performed by parties acting as the Vendor’s sub-Vendors, Manufacturers / Distributors, or Suppliers, their representatives or employees.”

B. 3.2.4 Add the following:

1. 3.2.4.1 "The Vendor shall make themselves aware of, and comply with local and State regulations for the handling and lawful disposal of all construction waste generated by the Work, including transportation to and from the Project Site."

## 1.5 ARTICLE 3.4 – LABOR AND MATERIALS

A. 3.4.2 Revised to include the following:

1. Delete [.] and add "...., and complying with the conditions applicable to substitution requests."

## 1.6 ARTICLE 3.5 – TAXES

A. The Owner is tax exempt with regard to sales tax on purchases of materials. Owner will provide tax exempt number upon request.

## 1.7 ARTICLE 13 - INSURANCE

A. Add the following:

B. All Contractors, and Manufacturer / Distributors or Suppliers acting as prime Contractor for the Work, are required to carry and evidence insurance coverage in accordance with a standard ACORD Certificate of Insurance with the specified minimum limits applicable.

1. Minimum Insurance Requirements and Limits:

<i>Coverage</i>	<i>Limits</i>
Automobile Liability	\$1,000,000 per Occurrence
Commercial General Liability	\$1,000,000 per Occurrence
	\$3,000,000 General Aggregate

2. All Commercial General Liability Policies must include Blanket Contractual coverage and Broad Form Vendors Liability Coverage.

<i>Coverage</i>	<i>Limits</i>
Worker's Compensation	\$1,000,000 per Accident
Umbrella (Excess) Liability	\$1,000,000 Limit

3. Cancellation or Alteration
  - a. The policies of insurance required by this exhibit shall provide that they cannot be altered or cancelled in any way changing coverage except after 30 days prior written notice by certified mail to the Owner.
4. Workers Compensation and General Liability Waiver of Subrogation in favor of the Owner.

C. Insurance Certificates:

1. Must be submitted ten (10) days prior to commencement of any Work. No work can be performed without proper filing of certificates with the Owner. Failure to submit insurance certificates shall not be allowed as cause for Contractor claims of delay in ordering, delivery, or installing the Work.
2. Additional Insured: The Owner shall be named as additional insured on the Certificate, with words including "and any official, contractor, consultant or employee of the Owner as additional insured for the Commercial General Liability as respects to any and all projects for any work performed. This coverage shall be primary and noncontributory. The Owner will be added as a certificate holder."

D. Minimum Insurance Carrier Qualifications

1. All Contractors, Manufacturer Distributors, and Suppliers insurance carriers must comply with a minimum A.M. Best rating of A-VI for all insurance carriers.

## 1.8 ARTICLE 15 – CLAIMS AND DISPUTES

A. 15.1.1 Revised as follows:

1. "within 21 days" shall be replaced with "15 days or 3 days prior to Substantial Completion, whichever is earlier, after the occurrence of the event....."
2. Add the following:
  - a. "15.1.1.2 No claims for adjustment to the contract amount will be considered by the Vendor upon Vendor's acceptance of Final Payment."
  - b. 15.1.1.3 Final Payment does not preclude or restrict the Owner from making additional claims under the terms of the Agreement."

**END OF SECTION 00 8500**



**SECTION 00 0950**

**PREVAILING WAGE RATES**

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. The Contractor shall certify in writing and under oath to the Labor Commissioner the pay scale to be used by the Contractor and any Subcontractors. The Contractor shall fully comply with all provisions of the Davis-Bacon Act and shall be subject to such sanctions mandated for violations of said Act.
- B. The wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund, as defined in the Act shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the County in which such public works project is being constructed. Any Contractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such employee welfare fund shall pay to each employee as part of his wages the amount of payment or contribution for his classification on each pay day.
- C. The Contractor shall not be paid in accordance with the payment provisions of these Contract Bidding Documents unless the Contractor is in full compliance with the mandates of the Davis-Bacon Act.
- D. The Contractor shall comply with the requirements of the attached 4-page Prevailing Wage Rates System, Building Rates for Southington (effective July 1, 2017), and shall deliver to the Owner executed "Contractors Wage Certification Form" upon award of the contract, and weekly "Payroll Certification for Public Works Projects." The requested forms are available on the State of Connecticut Department of Labor Web Site.

END OF SECTION 00 0950





[DOL Web Site](#) [Wage and Workplace Issues](#) [Wage Rates](#) [Building Rates - Southington](#)

**Building Rates - Southington (effective July 1, 2017)**

Classification	Hourly Rate	Benefits
1a) Asbestos Worker/Insulator (Includes application of insulating materials, protective coverings, coatings, & finishes to all types of mechanical systems; application of firestopping material for wall openings & penetrations in walls, floors, ceilings)	\$38.25	27.96
1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except its removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters.**See Laborers Group 7**		
1c) Asbestos Worker/Heat and Frost Insulator	\$39.00	28.76
2) Boilermaker	\$38.34	26.01
3a) Bricklayer, Cement Mason, Concrete Finisher (including caulking), Stone Masons	\$33.48	30.61 + a
3b) Tile Setter	\$34.90	24.69
3c) Terrazzo Mechanics and Marble Setters	\$31.69	22.35
3d) Tile, Marble & Terrazzo Finishers	\$26.70	21.02
3e) Plasterer	\$33.48	30.61
-----LABORERS-----		
4) Group 1: Laborers (common or general), acetylene burners, carpenter tenders, concrete specialists, wrecking laborers, fire watchers.	\$29.25	19.50
4a) Group 2: Mortar mixers, plaster tender, power buggy operators, powdermen, fireproofers/mixer/nozzleman (Person running mixer and spraying fireproof only).	\$29.50	19.50
4b) Group 3: Jackhammer operators/pavement breaker, mason tender (brick), mason tender (cement/concrete), forklift operators and forklift operators (masonry).	\$29.75	19.50
4c) **Group 4: Pipelayers (Installation of water, storm drainage or sewage lines outside of the building line with P6, P7 license) (the pipelayer rate shall apply only to one or two employees of the total crew who primary task is to actually perform the m	\$29.75	19.50
4d) Group 5: Air track operator, sand blaster and hydraulic drills.	\$29.75	19.50
4e) Group 6: Blasters, nuclear and toxic waste removal.	\$31.00	19.50
4f) Group 7: Asbestos/lead removal and encapsulation (except it's removal from mechanical systems which are not to be scrapped).	\$30.25	19.50
4g) Group 8: Bottom men on open air caisson, cylindrical work and boring crew.	\$28.38	19.50
4h) Group 9: Top men on open air caisson, cylindrical work and boring crew.	\$27.86	19.50
4i) Group 10: Traffic Control Signalman	\$16.00	19.50
5) Carpenter, Acoustical Ceiling Installation, Soft Floor/Carpet Laying, Metal Stud Installation, Form Work and Scaffold Building, Drywall Hanging, Modular-Furniture Systems Installers, Lathers, Piledrivers, Resilient Floor Layers.	\$32.60	25.34
5a) Millwrights	\$33.14	25.74

6) Electrical Worker (including low voltage wiring) (Trade License required: E1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)	\$37.50	26.31+3% of gross wage
7a) Elevator Mechanic (Trade License required: R-1,2,5,6)	\$50.14	31.585+a+b
-----LINE CONSTRUCTION-----		
Groundman	\$25.93	6.5% + 8.53
Linemen/Cable Splicer	\$47.14	6.5% + 20.98
8) Glazier (Trade License required: FG-1,2)	\$35.58	20.15 + a
9) Ironworker, Ornamental, Reinforcing, Structural, and Precast Concrete Erection	\$35.47	33.39 + a
----OPERATORS----		
Group 1: Crane handling or erecting structural steel or stone, hoisting engineer 2 drums or over, front end loader (7 cubic yards or over), work boat 26 ft. and over and Tunnel Boring Machines. (Trade License Required)	\$39.30	24.05 + a
Group 2: Cranes (100 ton rate capacity and over); Excavator over 2 cubic yards; Piledriver (\$3.00 premium when operator controls hammer); Bauer Drill/Caisson. (Trade License Required)	\$38.98	24.05 + a
Group 3: Excavator; Backhoe/Excavator under 2 cubic yards; Cranes (under 100 ton rated capacity), Grader/Blade; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive pow	\$38.24	24.05 + a
Group 4: Trenching Machines; Lighter Derrick; Concrete Finishing Machine; CMI Machine or Similar; Koehring Loader (Skooper).	\$37.85	24.05 + a
Group 5: Specialty Railroad Equipment; Asphalt Paver; Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24" Mandrell)	\$37.26	24.05 + a
Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller; Pile Testing Machine.	\$37.26	24.05 + a
Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).	\$36.95	24.05 + a
Group 7: Asphalt roller, concrete saws and cutters (ride on types), vermeer concrete cutter, Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24" and under Mandrell).	\$36.61	24.05 + a
Group 8: Mechanic, grease truck operator, hydroblaster; barrier mover; power stone spreader; welding; work boat under 26 ft.; transfer machine.	\$36.21	24.05 + a
Group 9: Front end loader (under 3 cubic yards), skid steer loader regardless of attachments, (Bobcat or Similar): forklift, power chipper; landscape equipment (including Hydroseeder).	\$35.78	24.05 + a
Group 10: Vibratory hammer; ice machine; diesel and air, hammer, etc.	\$33.74	24.05 + a
Group 11: Conveyor, earth roller, power pavement breaker (whiphammer), robot demolition equipment.	\$33.74	24.05 + a
Group 12: Wellpoint operator.	\$33.68	24.05 + a
Group 13: Compressor battery operator.	\$33.10	24.05 + a
Group 14: Elevator operator; tow motor operator (solid tire no rough terrain).	\$31.96	24.05 + a
Group 15: Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator.	\$31.55	24.05 + a
Group 16: Maintenance Engineer/Oiler.	\$30.90	24.05 + a
Group 17: Portable asphalt plant operator; portable crusher plant operator; portable concrete plant operator.	\$35.21	24.05 + a
Group 18: Power safety boat; vacuum truck; zim mixer; sweeper; (Minimum for any job requiring a CDL license).	\$32.79	24.05 + a
-----PAINTERS (Including Drywall Finishing)-----		
10a) Brush and Roller	\$32.02	20.15



10b) Taping Only/Drywall Finishing	\$32.77	20.15
10c) Paperhanger and Red Label	\$32.52	20.15
10e) Blast and Spray	\$35.02	20.15
11) Plumber (excluding HVAC pipe installation) (Trade License required: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2)	\$41.62	30.36
12) Well Digger, Pile Testing Machine	\$33.01	19.40 + a
13) Roofer (composition)	\$34.92	19.28
14) Roofer (slate & tile)	\$35.42	19.28
15) Sheetmetal Worker (Trade License required for HVAC and Ductwork: SM-1,SM-2,SM-3,SM-4,SM-5,SM-6)	\$37.18	34.29
16) Pipefitter (Including HVAC work) (Trade License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4, G-1, G-2, G-8 & G-9)	\$41.62	30.36
-----TRUCK DRIVERS-----		
17a) 2 Axle	\$29.13	22.32 + a
17b) 3 Axle, 2 Axle Ready Mix	\$29.23	22.32 + a
17c) 3 Axle Ready Mix	\$29.28	22.32 + a
17d) 4 Axle, Heavy Duty Trailer up to 40 tons	\$29.33	22.32 + a
17e) 4 Axle Ready Mix	\$29.38	22.32 + a
17f) Heavy Duty Trailer (40 Tons and Over)	\$29.58	22.32 + a
17g) Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)	\$29.38	22.32 + a
18) Sprinkler Fitter (Trade License required: F-1,2,3,4)	\$43.92	15.84 + a
19) Theatrical Stage Journeyman	\$25.76	7.34

Welders: Rate for craft to which welding is incidental.

\*Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.

\*\*Note: Hazardous waste premium \$3.00 per hour over classified rate.

ALL Cranes: When crane operator is operating equipment that requires a fully licensed crane operator to operate he receives an extra \$4.00 premium in addition to the hourly wage rate and benefit contributions:

- 1) Crane handling or erecting structural steel or stone; hoisting engineer (2 drums or over)
- 2) Cranes (100 ton rate capacity and over) Bauer Drill/Caisson
- 3) Cranes (under 100 ton rated capacity)

- Crane with boom including jib, 150 feet - \$1.50 extra.
- Crane with boom including jib, 200 feet - \$2.50 extra.
- Crane with boom including jib, 250 feet - \$5.00 extra.
- Crane with boom including jib, 300 feet - \$7.00 extra.
- Crane with boom including jib, 400 feet - \$10.00 extra.

~ ~ ~ All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of one apprentice in a specific trade.

**~~Connecticut General Statute Section 31-55a: Annual Adjustments to wage rates by contractors doing state work ~~**

The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.

Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.

It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.

The annual adjustments will be posted on the Department of Labor's Web page: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us).

The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.

All subsequent annual adjustments will be posted on our Web Site for contractor access.

**Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage.**

All Persons who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)

Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

~~Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).

***Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.***

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**SECTION 01 0000**

**TECHNICAL SPECIFICATIONS  
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**DIVISION 1 – GENERAL REQUIREMENTS**

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**END OF SECTION 01 0000**



## SECTION 01 1000

### SUMMARY OF PROJECT

#### PART 1 - GENERAL

##### 1.1 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: The project consists of the furnishing and installation of Furniture, Furnishings and Equipment (FF&E) at the new Southington Senior Center.
  - 1. Project Location: The project is located at 388 Pleasant Street, in Southington, Connecticut.
  - 2. Owner: The Owner is the Town of Southington.
- B. Architect Identification: The Contract Documents, were prepared for the project by BL Companies, Inc., and are dated August 11, 2017.
- C. The building under construction consists of a single-story, 22,600 square foot facility housing recreational, social, assembly and educational spaces and associated site work. The building is being constructed by KBE Building Corporation as Construction Manager.
- D. This component of the project is being contracted directly with the Owner, but the contractor(s) and vendor(s) associated with the FF&E work will be required to coordinate their activities with the Construction Manager and the respective trades associated with the construction of the center.

##### 1.2 WORK SEQUENCE

- A. The Work shall be conducted in a single construction phase.
  - 1. Coordinate installation of FF&E items so that work can commence on February 5, 2018, and be completed on February 19, 2018.

##### 1.3 USE OF PREMISES

- A. General: Contractor shall note that the Owner will occupy and have full use of the existing Senior Center and designated parking areas until occupancy of the new facility. The Contractor shall have full use of remaining phased premises for construction operations, including use of Project site, during each phase of the construction period. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

##### 1.4 WORK UNDER OTHER CONTRACTS

- A. Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.

## **1.5 SPECIFICATION FORMATS AND CONVENTIONS**

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 33-division format and CSI/CSC's "MasterFormat" numbering system.
  - 1. Section Identification: The Specifications use section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of sections in the Contract Documents.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
  - 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
    - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
- C. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to all Sections of these Specifications.

## **PART 2 - PRODUCTS (Not Used)**

## **PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 1000**

## **SECTION 01 1400**

### **WORK RESTRICTIONS**

#### **PART 1 - GENERAL**

##### **1.1 USE OF PREMISES**

- A. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of site beyond areas in which the Work is indicated.
  - 1. Limits: Confine constructions operations to areas so indicated on the Drawings.
  - 2. Owner Occupancy: Allow for Owner occupancy and use by the public of the remainder of site.
  - 3. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries not to conflict with Owner's use of driveways and entrances.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

##### **1.2 OCCUPANCY REQUIREMENTS**

- A. General: Contractor shall note that the Owner will occupy and have full use of the existing Senior Center and designated parking areas until occupancy of the new facility. The Contractor shall have full use of remaining phased premises for construction operations, including use of Project site, during each phase of the construction period. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

#### **PART 2 - PRODUCTS (Not Used)**

#### **PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 1400**





## **SECTION 01 2500**

### **CONTRACT MODIFICATION PROCEDURES**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
  - 1. Division 1 Section "Product Substitutions" for administrative procedures for handling requests for substitutions made after Contract award.

##### **1.2 MINOR CHANGES IN THE WORK**

- A. Architect will issue through Construction Manager supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time.

##### **1.3 PROPOSAL REQUESTS**

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Proposal Requests are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
  - 2. Within fifteen calendar days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. If Contractor is requesting a change in the Contract Time, include an updated Contractor's Construction Schedule that indicates the effect of the change on the critical path, including, but not limited to, changes in activity duration, start and finish times, and activity relationship.

- B. Contractor-Initiated Proposals: Contractor may propose changes by submitting a request for a change to Architect.
  - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
  - 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
  - 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  - 4. If Contractor is requesting a change in the Contract Time, include an updated Contractor's Construction Schedule that indicates the effect of the change on the critical path, including, but not limited to, changes in activity duration, start and finish times, and activity relationship.
  - 5. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

#### **1.4 CHANGE ORDER PROCEDURES**

- A. On Owner's approval of a Proposal Request, Construction Manager will issue a Change Order for signatures of Owner, Construction Manager and Architect.

#### **1.5 CONSTRUCTION CHANGE DIRECTIVE**

- A. Construction Change Directive: Architect may issue a Construction Change Directive. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
  - 1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
  - 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

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**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION 01 2500



**SECTION 01290**  
**PAYMENT PROCEDURES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
  - 1. Division 1 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
  - 2. Division 1 Section "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.

**1.2 DEFINITIONS**

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

**1.3 SCHEDULE OF VALUES**

- A. Coordination: Coordinate preparation of the Schedule of Values with the following:
  - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with Continuation Sheets.
    - b. Submittals Schedule.
  - 2. Submit the Schedule of Values to Architect through Construction Manager at earliest possible date but no later than five days before the date scheduled for submittal of initial Applications for Payment.
  - 3. Sub-schedules: Where the Work is separated into phases requiring separately phased payments, provide sub-schedules showing values correlated with each phase of payment.

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- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section where practical.
1. Identification: Include the following Project identification on the Schedule of Values:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Architect's project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
    - a. Related Specification Section or Division.
    - b. Description of the Work.
    - c. Name of subcontractor.
      - 1) Percentage of the Contract Sum to nearest one percent, adjusted to total 100 percent.
  3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide several line items for principal subcontract amounts, where appropriate.
  4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
  5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
    - a. Differentiate between items stored on-site and items stored off-site. Include evidence of insurance or bonded warehousing if required.
  6. Provide separate line items in the Schedule of Values for construction progress cleaning, Closeout & Operation/ Maintenance Manuals and safety. Values shall be representative of the overall scope of the Work.
  7. Allowances: Provide a separate line item in the Schedule of Values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
  8. Each item in the Schedule of Values and Applications for Payment shall be complete.
    - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.

#### **1.4 APPLICATIONS FOR PAYMENT**

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and Construction Manager and paid for by Owner.
  - 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
  - 1. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit a signed and notarized original copy of each Application for Payment to Construction Manager by a method ensuring receipt within 24 hours. Application shall include waivers of lien and similar attachments if required.
  - 1. Transmit with a transmittal form listing attachments and recording appropriate information about application.
- F. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
  - 1. List of subcontractors.
  - 2. Schedule of Values.
  - 3. Contractor's Construction Schedule (preliminary if not final).
  - 4. Schedule of unit prices.
  - 5. Submittals Schedule (preliminary if not final).
  - 6. List of Contractor's staff assignments.
  - 7. List of Contractor's principal consultants.
  - 8. Copies of building permits, if issued.
  - 9. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work, if issued.
  - 10. Initial progress report.
  - 11. Certificates of insurance and insurance policies.
- G. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

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1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- H. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
  5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
  6. AIA Document G707, "Consent of Surety to Final Payment."
  7. Evidence that claims have been settled or provide status of an open claim.
  8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 2900**



## **SECTION 01310**

### **PROJECT MANAGEMENT AND COORDINATION**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. General project coordination procedures.
  - 2. Coordination Drawings.
  - 3. Administrative and supervisory personnel.
  - 4. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to a specific contractor.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Division 1 Section "Construction Progress Documentation" for preparing and submitting the Contractor's Construction Schedule.
  - 2. Division 1 Section "Execution Requirements" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
  - 3. Division 1 Section "Closeout Procedures" for coordinating Contract closeout.

##### **1.2 COORDINATION**

- A. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.

3. Make adequate provisions to accommodate items scheduled for later installation.
- B. If necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
  1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  1. Preparation of Contractor's Construction Schedule.
  2. Preparation of the Schedule of Values.
  3. Installation and removal of temporary facilities and controls.
  4. Delivery and processing of submittals.
  5. Progress meetings.
  6. Preinstallation conferences.
  7. Project closeout activities.

### **1.3 SUBMITTALS**

- A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.
  1. Indicate relationship of components shown on separate Shop Drawings.
  2. Indicate required installation sequences.
  3. Refer to Specification Sections "Basic Mechanical Materials and Methods" and "Basic Electrical Materials and Methods" for specific Coordination Drawing requirements for mechanical and electrical installations.
- B. Staff Names: Within 15 days of starting construction operations, submit a list of principal staff assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
  1. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone.

#### **1.4 ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

- A. General: In addition to Project Superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.

#### **1.5 PROJECT MEETINGS**

- A. General: The Construction Manager shall schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
  - 1. Attendees: The Construction Manager shall inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. The Construction Manager shall notify Owner, Contractor(s) and Architect of scheduled meeting dates and times.
  - 2. Agenda: The Construction Manager shall prepare the meeting agenda and distribute the agenda to all invited attendees.
  - 3. Minutes: The Construction Manager shall record significant discussions and agreements achieved, and distribute the meeting minutes to everyone concerned, including Owner and Architect, within 3 days of the meeting.
- B. Preconstruction Conference: The Construction Manager shall schedule a preconstruction conference before starting construction, at a time convenient to Owner, Construction Manager and Architect, but no later than 15 days after execution of the Guaranteed Maximum Price. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
  - 1. Attendees: Authorized representatives of Owner, Construction Manager Architect, and their consultants; Contractor and its superintendent; major subcontractors and manufacturers; suppliers; and other concerned parties identified by Construction Manager shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  - 2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Tentative construction schedule.
    - b. Phasing.
    - c. Critical work sequencing.
    - d. Designation of responsible personnel.
    - e. Procedures for processing field decisions and Change Orders.
    - f. Procedures for processing Applications for Payment.
    - g. Distribution of the Contract Documents.
    - h. Submittal procedures.
    - i. Preparation of Record Documents.
    - j. Use of the premises.
    - k. Responsibility for temporary facilities and controls.

- l. Parking availability.
  - m. Office, work, and storage areas.
  - n. Equipment deliveries and priorities.
  - o. First aid.
  - p. Security.
  - q. Progress cleaning.
  - r. Working hours.
- C. Preinstallation and Pre-Task Conferences: The Construction Manager shall conduct preinstallation and pre-task conferences at Project site before each construction, abatement and demolition activity.
  - 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Owner, Architect and Construction Manager of scheduled meeting dates.
  - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related Change Orders.
    - d. Purchases.
    - e. Deliveries.
    - f. Submittals.
    - g. Review of mockups.
    - h. Possible conflicts.
    - i. Compatibility problems.
    - j. Time schedules.
    - k. Weather limitations.
    - l. Manufacturer's written recommendations.
    - m. Warranty requirements.
    - n. Compatibility of materials.
    - o. Acceptability of substrates.
    - p. Temporary facilities and controls.
    - q. Space and access limitations.
    - r. Regulations of authorities having jurisdiction.
    - s. Testing and inspecting requirements.
    - t. Required performance results.
    - u. Protection of construction and personnel.
  - 3. Record significant conference discussions, agreements, and disagreements.
  - 4. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

- D. Progress and Coordination Meetings: The Construction Manager shall conduct progress and coordination meetings at weekly intervals. Coordinate dates of meetings with preparation of payment requests.
1. Attendees: In addition to representatives of Owner, Construction Manager and Architect, each contractor, subcontractor, supplier, and other entities identified by Construction Manager as critical to discussions shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each subcontractor's work is on time, ahead of schedule, or behind schedule, in relation to Combined Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - b. Schedule Updating: Revise Combined Contractor's Construction Schedule incorporating revisions to the schedule that have been made or recognized in the progress meetings. Issue revised schedule concurrently with monthly report to the Project Building Committee.
    - c. Review present and future needs of each contractor attending the meeting, including the following:
      - 1) Interface requirements.
      - 2) Sequence of operations.
      - 3) Status of submittals.
      - 4) Deliveries.
      - 5) Off-site fabrication.
      - 6) Access.
      - 7) Site utilization.
      - 8) Temporary facilities and controls.
      - 9) Work hours.
      - 10) Hazards and risks.
      - 11) Progress cleaning.
      - 12) Quality and work standards.
      - 13) Change Orders.
  3. Reporting: The Construction Manager shall record and distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.

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**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 3100**

## **SECTION 01330**

### **SUBMITTAL PROCEDURES**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.
- B. Related Sections include the following:
  - 1. Division 1 Section "Payment Procedures" for submitting Applications for Payment.
  - 2. Division 1 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
  - 3. Division 1 Section "Quality Requirements" for submitting test and inspection reports and Delegated-Design Submittals.
  - 4. Division 1 Section "Closeout Procedures" for submitting warranties, Project Record Documents and operation and maintenance manuals.

##### **1.2 DEFINITIONS**

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's approval. Submittals may be rejected for not complying with requirements.

##### **1.3 SUBMITTAL PROCEDURES**

- A. General: At Architect's discretion, electronic copies of CAD backgrounds may be provided by Architect for Contractor's use in preparing submittals. Backgrounds will be provided at no cost to Contractor.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
  - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
  - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow enough time for submittal review, including time for re-submittals, as follows. Time for review shall commence on Architect's receipt of submittal.
  1. Architect shall review shop drawings identified by Contractor as a 'Priority' submission within ten (10) business days of a complete submission and fifteen (15) business days of a complete submission for those priority shop drawings requiring multi-party reviews in order to maintain the Construction Schedule. Priority shop drawings are those that affect the critical path for the Project. All other shop drawing submissions will be reviewed by Architect within twenty (20) business days of a complete submission. If a submission is deemed incomplete by the Architect, the Architect will notify the Contractor within five (5) business days after the date of receipt.
  2. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
- D. Place a permanent label or title block on each submittal for identification.
  1. Indicate name of firm or entity that prepared each submittal on label or title block.
  2. Provide a space approximately 4 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect and Construction Manager.
  3. Include the following information on label for processing and recording action taken:
    - a. Project name.
    - b. Date.
    - c. Name and address of Submitter.
    - d. Name and address of subcontractor.
    - e. Name and address of supplier.
    - f. Name of manufacturer.
    - g. Unique identifier, including revision number.
    - h. Number and title of appropriate Specification Section.
    - i. Drawing number and detail references, as appropriate.
    - j. Other necessary identification.
- E. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- F. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review received from sources other than Contractor.



1. On an attached separate sheet, prepared on submitter's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements of the Contract Documents, including minor variations and limitations. Include the same label information as the related submittal.
  2. Include submitter's certification stating that information submitted complies with requirements of the Contract Documents.
- G. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- H. Use for Construction: Use only final submittals with mark indicating action taken by Architect in connection with construction.

## **PART 2 - PRODUCTS**

### **2.1 ACTION SUBMITTALS**

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
1. Number of Copies: Submit electronic copies of each submittal, unless otherwise indicated. Architect, through Construction Manager, will review, take action, and return electronic copies. Samples shall be provided in accordance with Section E below.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
  2. Mark each copy of each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's written recommendations.
    - b. Manufacturer's product specifications.
    - c. Manufacturer's installation instructions.
    - d. Color charts.
    - e. Manufacturer's catalog cuts.
    - f. Wiring diagrams showing factory-installed wiring.
    - g. Printed performance curves.
    - h. Operational range diagrams.
    - i. Mill reports.
    - j. Standard product operating and maintenance manuals.
    - k. Compliance with recognized trade association standards.

- l. Compliance with recognized testing agency standards.
    - m. Application of testing agency labels and seals.
    - n. Notation of coordination requirements.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
  - 1. Preparation: Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Fabrication and installation drawings.
    - d. Roughing-in and setting diagrams.
    - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
    - f. Shopwork manufacturing instructions.
    - g. Templates and patterns.
    - h. Schedules.
    - i. Design calculations for delegated design items only.
    - j. Compliance with specified standards.
    - k. Notation of coordination requirements.
    - l. Notation of dimensions established by field measurement.
  - 2. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
  - 3. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 42 inches.
- D. Coordination Drawings: Comply with requirements in Division 1 Section "Project Management and Coordination."
- E. Samples: Prepare physical units of materials or products, including the following:
  - 1. Comply with requirements in Division 1 Section "Quality Requirements" for mockups.
  - 2. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
  - 3. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from the same material to be used for the Work, cured and finished in manner specified, and physically identical with the product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

4. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match Architect's sample where so indicated. Attach label on unexposed side that includes the following:
    - a. Generic description of Sample.
    - b. Product name or name of manufacturer.
    - c. Sample source.
  5. Submit Samples for review of kind, color, pattern, and texture for a final check of these characteristics with other elements and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
    - a. If variation in color, pattern, texture, or other characteristic is inherent in the product represented by a Sample, submit at least three sets of paired units that show approximate limits of the variations.
    - b. Refer to individual Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
  6. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
- F. Product Schedule or List: Prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Type of product. Include unique identifier for each product.
  2. Number and name of room or space.
  3. Location within room or space.
- G. Delegated-Design Submittal: Comply with requirements in Division 1 Section "Quality Requirements."
- H. Contractor's Construction Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation" for Contractor's action.
- I. Submittals Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation."
- J. Application for Payment: Comply with requirements in Division 1 Section "Payment Procedures."
- K. Schedule of Values: Comply with requirements in Division 1 Section "Payment Procedures."
- L. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:

1. Name, address, and telephone number of entity performing subcontract or supplying products.
2. Number and title of related Specification Section(s) covered by subcontract.
3. Drawing number and detail references, as appropriate, covered by subcontract.

## **2.2 INFORMATIONAL SUBMITTALS**

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
  1. Number of Copies: Submit electronic copies of each submittal, unless otherwise indicated.
  2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
  3. Test and Inspection Reports: Comply with requirements in Division 1 Section "Quality Requirements."
- B. Contractor's Construction Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation."
- C. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- D. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.
- E. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- F. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements and, where required, is authorized for this specific Project.
- G. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required.
- H. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements.
- I. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.

- J. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements.
- K. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- L. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements.
- M. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- N. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements in Division 1 Section "Closeout Procedures."
- O. Design Data: For delegated design items, prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- P. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
  - 1. Preparation of substrates.
  - 2. Required substrate tolerances.
  - 3. Sequence of installation or erection.
  - 4. Required installation tolerances.
  - 5. Required adjustments.
  - 6. Recommendations for cleaning and protection.

- Q. Manufacturer's Field Reports: Where required, prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
1. Name, address, and telephone number of factory-authorized service representative making report.
  2. Statement on condition of substrates and their acceptability for installation of product.
  3. Statement that products at Project site comply with requirements.
  4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  6. Statement whether conditions, products, and installation will affect warranty.
  7. Other required items indicated in individual Specification Sections.
- R. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- S. Material Safety Data Sheets: Submit information directly to Contractor. If submitted to Architect, Architect will not review this information but will return it with no action taken.

### **PART 3 - EXECUTION**

#### **3.1 CONTRACTOR'S REVIEW**

- A. Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. Mark with review stamp before submitting to Architect and Construction Manager.
- B. Contractor's Review Stamp: Contractor shall stamp each submittal with a uniform, review stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's review, and statement certifying that submittal has been reviewed and checked for compliance with the Contract Documents.
- C. Construction Manager's Approval Stamp: Construction Manager shall stamp each submittal with a uniform, review stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of review, and statement certifying that submittal has been reviewed and checked for compliance with the Contract Documents.

**3.2 ARCHITECT'S ACTION**

- A. General: Architect and Construction Manager will not review submittals that do not bear Contractor's review stamp and will return them without action.
- B. Action Submittals: Architect and Construction Manager will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken.
  - 1. Architect shall stamp submittals "No Exceptions Taken," "Furnish as Corrected," "Revise and Resubmit," "Rejected," "Resubmit for Record," or "Not Required for Review."
  - 2. In any submittal that is noted "No Exceptions Taken" or "Make Corrections Noted," the review shall not extend to details or dimensions and shall not relieve the Contractor from his responsibility for compliance with the Contract Drawings and Specifications.
- C. Informational Submittals: Architect will review each submittal and will not return it, or will reject and return it if it does not comply with requirements.
- D. Submittals not required by the Contract Documents will not be reviewed and may be discarded.

**END OF SECTION 01 3300**





**SECTION 01400**  
**QUALITY REQUIREMENTS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
  - 1. Specific quality-control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
  - 2. Specified tests, inspections, and related actions do not limit Contractor's quality-control procedures that facilitate compliance with the Contract Document requirements.
  - 3. Requirements for Contractor to provide quality-control services required by Architect and Owner, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Sections include the following:
  - 1. Division 1 Section "Construction Progress Documentation" for developing a schedule of required tests and inspections.
  - 2. Division 1 Section "Cutting and Patching" for repair and restoration of construction disturbed by testing and inspecting activities.
  - 3. Divisions 2 through 33 Sections for specific test and inspection requirements.

**1.2 DEFINITIONS**

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and ensure that proposed construction complies with requirements.

- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that completed construction complies with requirements. Services do not include contract enforcement activities performed by Architect or Construction Manager.
- C. Mockups: Full-size, physical example assemblies to illustrate finishes and materials. Mockups are used to verify selections made under Sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples.
- D. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

### **1.3 DELEGATED DESIGN**

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

### **1.4 SUBMITTALS**

- A. Qualification Data: For testing agencies specified in "Quality Assurance" Article need to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit a statement, signed and sealed by the responsible design professional licensed in the State of Connecticut, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.
- C. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
  - 1. Specification Section number and title.
  - 2. Description of test and inspection.
  - 3. Identification of applicable standards.
  - 4. Identification of test and inspection methods.
  - 5. Number of tests and inspections required.
  - 6. Entity responsible for performing tests and inspections.

- D. Reports: Prepare and submit certified written reports that include the following:
1. Date of issue.
  2. Project title and number.
  3. Name, address, and telephone number of testing agency.
  4. Dates and locations of samples and tests or inspections.
  5. Names of individuals making tests and inspections.
  6. Description of the Work and test and inspection method.
  7. Identification of product and Specification Section.
  8. Complete test or inspection data.
  9. Test and inspection results and an interpretation of test results.
  10. Ambient conditions at time of sample taking and testing and inspecting.
  11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
  12. Name and signature of laboratory inspector.
  13. Recommendations on retesting and reinspecting.
- E. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

## **1.5 QUALITY ASSURANCE**

- A. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- B. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- C. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- D. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in the State of Connecticut and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent.
- F. Testing Agency Qualifications: An agency with the experience and capability to conduct testing and inspecting indicated, as documented by ASTM E 548, and that specializes in types of tests and inspections to be performed.

- G. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect or Construction Manager.
  2. Notify Architect and Construction Manager seven days in advance of dates and times when mockups will be constructed.
  3. Demonstrate the proposed range of aesthetic effects and workmanship.
  4. Obtain Architect's and Construction Manager's approval of mockups before starting work, fabrication, or construction.
  5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
  6. Demolish and remove mockups when directed, unless otherwise indicated.

## **1.6 QUALITY CONTROL**

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services. Owner shall only engage quality-control services directly related to Special Inspections for the Project.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of the types of testing and inspecting they are engaged to perform.
  2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Unless otherwise indicated, provide quality-control services specified and required by authorities having jurisdiction.
1. Where services are indicated as Contractor's responsibility, or required by the Contract Documents and not part of the services provided by the Owner, Contractor shall engage a qualified testing agency to perform these quality-control services.
    - a. Contractor shall not employ the same entity engaged by Owner, unless agreed to in writing by Owner.
  2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.

3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Special Inspections: Owner will engage a testing agency to conduct special inspections and testing required by authorities having jurisdiction as the responsibility of Owner.
1. Testing agency will notify Special Inspector, Architect, Construction Manager, and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
  2. Testing agency will submit a certified written report of each test, inspection, and similar quality-control service to Special Inspector, Architect, and Construction Manager, with copy to Contractor and to authorities having jurisdiction.
  3. Special Inspector will submit a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
  4. Special Inspector will interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
  5. Testing agency will retest and reinspect corrected work.
- D. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing.
- E. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that revised or replaced Work that failed to comply with requirements established by the Contract Documents.
- F. Testing Agency Responsibilities: Cooperate with Architect[, Construction Manager,] and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect, Construction Manager, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
  3. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.

4. Do not release, revoke, alter, or increase requirements of the Contract Documents or approve or accept any portion of the Work.
  5. Do not perform any duties of Contractor.
- G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
  2. Incidental labor and facilities necessary to facilitate tests and inspections.
  3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
  4. Facilities for storage and field-curing of test samples.
  5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
  6. Security and protection for samples and for testing and inspecting equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit schedule within 30 days of date established for the Notice to Proceed.
1. Distribution: Distribute schedule to Owner, Architect, Construction Manager, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

## **PART 2 - PRODUCTS (Not Used)**

## **PART 3 - EXECUTION**

### **3.1 REPAIR AND PROTECTION**

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.

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1. Comply with the Contract Document requirements for Division 1 Section "Cutting and Patching."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

**END OF SECTION 01 4000**





## SECTION 01 4020

### REFERENCES

#### PART 1 - GENERAL

##### 1.1 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": The term "approved," when used to convey Architect's action on Contractor's submittals, applications, and requests, is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": Terms such as "directed," "requested," "authorized," "selected," "approved," "required," and "permitted" mean directed by Architect, requested by Architect, and similar phrases.
- D. "Indicated": The term "indicated" refers to graphic representations, notes, or schedules on Drawings or to other paragraphs or schedules in Specifications and similar requirements in the Contract Documents. Terms such as "shown," "noted," "scheduled," and "specified" are used to help the user locate the reference.
- E. "Regulations": The term "regulations" includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": The term "furnish" means to supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": The term "install" describes operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": The term "provide" means to furnish and install, complete and ready for the intended use.
- I. "Installer": An installer is the Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.

- J. The term "experienced," when used with an entity, means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
  - 1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespeople of the corresponding generic name.
- K. "Project site" is the space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

## **1.2 INDUSTRY STANDARDS**

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.
- C. Conflicting Requirements: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding.
  - 1. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.
- D. Copies of Standards: Each entity engaged in construction on Project must be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
  - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source and make them available on request.
- E. Abbreviations and Acronyms for Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the attached list. Names, telephone numbers, and Web site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

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- F. Abbreviations and Acronyms for Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the attached. Names, telephone numbers, and Web site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.
- G. Abbreviations and Acronyms for Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the attached list. Names, telephone numbers, and Web site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 4200**



## **SECTION 01 4500**

### **PROJECT REQUIREMENTS**

#### **PART 1 - GENERAL**

##### **1.1 PROJECT REQUIREMENTS**

- A. General: This Section identifies Project Requirements and defines terms not otherwise included in the remainder of the Construction Documents.
- B. Throughout this Section, and unless specifically noted otherwise, the term "Contractor" shall mean the Contractor, or a Contractor/Subcontractor assigned to the referenced task by the Contractor.

##### **1.2 SUPERVISION AND CONSTRUCTION PROCEDURES**

- A. The Contractor shall coordinate the work of the various trades required for the project to assure the efficient and orderly sequence of installation of construction elements. The Contractor will verify that characteristics of interrelated equipment are compatible, and shall coordinate the work of various trades having interdependent responsibilities for installing, connecting and placing equipment in service.
- B. The Contractor and each Contractor/Subcontractor will verify all new and existing dimensions for all built-in work and/or work adjoining that of other trades, before ordering any material or doing any work. They will be responsible for the correction of all dimensions found to be in error. Any discrepancy in dimensioning will be submitted, in writing, to the Architect for his consideration, before proceeding with the Work.
- C. The Contractor will notify "Call Before You Dig," at least three (3) full working days before any proposed excavation activity. The Contractor will provide the Architect with written evidence of a Dig Number and Start Date prior to commencing any excavation work. The Contractor will have full responsibility for maintaining and protecting original utility mark-outs and for periodically notifying "Call Before You Dig" in accordance with State requirements. Should the Contractor require additional mark-outs as a result of the Contractor's failure to adequately protect the original mark-outs, the Contractor will bear the cost for those additional mark-outs.
- D. The Contractor will satisfy himself regarding the accuracy of the base lines, benchmarks, etc., established by the Land Surveyor. He will protect all such stakes and/or marks as required to hold them free from damage or displacement, until they are no longer needed, or to the Date of Substantial Completion.

### **1.3 SPECIAL PROCEDURES FOR THE PROJECT**

- A. "Plan of Use": The Contractor shall prepare a "Plan of Use" for the Project which shall describe in detail the Contractor's proposed use of the Site, both inside and outside the Contract Limit Area. The "Plan of Use" shall include, but not be limited to, the following: proposed vehicle and equipment access routes, locations of proposed storage areas, office trailer and dumpster locations, location of perimeter construction fencing and gates, other ground level protection measures around the Site, proposed pedestrian traffic flows around the Site and coordination with staging areas of other, concurrent projects at the Project Site. The Contractor shall submit the "Plan of Use" to the Architect for approval within seven (7) calendar days of the award of the first Contract for Construction, and Work on the Project shall not commence until an acceptable "Plan of Use" has been approved by the Architect and by the Owner. Any delay in the Project caused by the Contractor's failure to submit an acceptable "Plan of Use" shall not alter the Contractor's responsibility to complete the Work by the date of Substantial Completion as set forth in the remainder of the Documents.
- B. The Contractor shall protect persons entering and exiting the building and construction area from falling debris by any measures necessary, including the construction of temporary covered walkways.
- C. The Contractor shall protect the site and keep it in a clean and orderly condition. Construction debris will be cleaned up and disposed of daily. Existing site features scheduled to remain, including existing walks, driveways, parking lots, and planting and lawn areas are to be kept free of construction materials and debris.
- D. Any existing site conditions which are disturbed by construction activities shall be restored by the Contractor to their original condition at the Contractor's cost. The Architect shall judge the conditions to be restored by the Contractor and final payment will not be made until those conditions are restored.

### **1.4 SPECIAL PROCEDURES FOR THE PROJECT**

- A. Weapons or Intoxicants: No person employed on this Project will bring intoxicants or any type of weapon onto the Site.
- B. Fraternization or Harassment: The Contractor is advised to avoid personal contact and fraternization with, and to respect the rights and privacy of, adjacent building occupants and people visiting adjacent buildings or the construction site.
- C. Smoking: Smoking shall not be permitted on site.

## **1.5 SITE DOCUMENTS**

- A. **CONTRACT DOCUMENTS:** The Contractor shall maintain at the Site one clean copy of the Contract Documents (Drawings and Project Manual), Addenda, approved Shop Drawings, Change Orders, Change Directives, etc., in good order with up-to-date Project information, which will be available to the Architect and City Officials at all times.
- B. **RECORD DOCUMENTS:** The Contractor will maintain at the Site one set of the Contract Documents listed in 1.25.A which will be entitled "Record Documents." The Contractor and its Contractor/Subcontractors shall record any and all changes to the Contract Documents as soon as they occur. The "Record Documents" will be available to the Architect and City Officials at all times.

## **1.6 MANUFACTURER'S INSTRUCTIONS**

- A. When the Contract Documents require that installation of any part of the Work will comply with a manufacturer's printed instructions, the Contractor shall obtain and distribute copies of such instructions to parties involved in the installation, including one copy to the Architect.
  - .1 Maintain one (1) complete set of instructions at the Site during installation and until the Date of Substantial Completion.
- B. The Contractor shall handle, install, connect, clean, condition and adjust products in strict accordance with such instructions, and in conformity with specified requirements.
  - .1 Should job conditions or specified requirements conflict with manufacturer's instructions, the Contractor shall consult with the Architect for further instructions.
  - .2 The Contractor will not proceed with the Work without clear instructions.
- C. The Contractor shall perform all Work in accordance with the manufacturer's instructions. Do not omit any preparatory step or installation procedure unless it is specifically modified or deleted by the Contract Documents.

## **1.7 TRAFFIC WAYS**

- A. The Contractor may use on-site paved roads and parking areas, as approved by the Owner, but will not block, encumber or otherwise obstruct the same. Public roadways will not be blocked by standing trucks, parked cars, material storage, and construction operations or in any other manner. The Owner will designate an area(s) within or outside of the Contract Limit Lines in which construction vehicles, dumpsters, etc., may be located, which shall be incorporated into the Contractor's "Plan of Use."

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- B The Contractor shall keep public roads and existing paved roads and driveways and parking areas on the Owner's property free of scrap or debris due to construction operations. The Contractor will repair, at the Contractor's expense, any damage to the surface of the roadways caused by the Contractor's construction operations.
- C. As the Work of the Contract affects public use of a street, road or highway, the Contractor shall confer with the police authority having jurisdiction to determine if and how many police are needed for public safety in addition to any barriers and signals that may be needed. The Contractor shall be responsible for payment of any required police or traffic control services, and shall include the cost of those services as part of the Base Contract.

#### **1.8 TEMPORARY CONTROLS**

- A. During the progress of the Work, the Contractor will conduct his operations and provide adequate pollution controls to minimize the creation and dispersion of noise, odors, dust, dirt, and/or mud within and beyond the Site. The controls will be implemented to the satisfaction of the Owner, to the extent required to assure the Owner's continued use of its remainder of the facilities on site.
- B. Should the Owner's use of its facilities be denied or interrupted by the failure of the Contractor to provide adequate controls, as specified above, the Contractor will be required to cease operations until adequate controls are provided. All costs incurred in such a cessation of operations will be born by the Contractor. No extension of time will be granted due to such a cessation in operations.

#### **1.9 CONSTRUCTION PHOTOGRAPHS/VIDEOTAPES**

- A. The Architect may take progress photographs or videotapes at any time during the construction process. The Contractor will, at all times, allow unobstructed access to the Work for this purpose.

#### **1.10 PROJECT SIGN**

- A. Not Required.

#### **1.11 REQUESTS FOR INFORMATION (RFI)**

- A. Bidding and Construction Requests for Information are formal queries from the Contractor seeking interpretation of Construction Document requirements or information not otherwise available in the Construction Documents. RFIs shall clearly and concisely set forth the issue for which interpretation or information is sought, and why a response is needed from the Architect. RFIs shall describe the requesting party's understanding of the Contract Document requirement in question, along with reasons why this understanding has been reached. Responses from the Architect shall not change any requirements of the Contract Documents.



- B. Routine written communications between the Owner, the Architect and the Contractor shall be in letter or field memo format. Such communications shall not be identified as Requests for Information nor shall they substitute for any other written requirements pursuant to the provisions of these Contract Documents.
- C. In the event that the Contractor determines that some portion of the Contract Documents require interpretation or additional information by the Owner or Architect, the Contractor shall submit a Request for Information (RFI) in writing to the Architect. RFIs may only be submitted by the Contractor and not by Contractor/Subcontractors, although Contractor/Subcontractor correspondence may be attached by the Contractor to the RFI as supporting documentation.
- D. The Architect will review all RFIs to determine whether they are Requests for Information within the meaning of this term. If the Architect determines that the document is not an RFI, said document will be returned to the Contractor, unreviewed as to content, for resubmittal in the proper form and in the proper manner.
- E. RFI's shall be consecutively numbered. The Contractor shall maintain an RFI log for the duration of the Project. Communications determined by the Architect not to be RFIs shall be removed from the log, and their assigned number re-used so that the log will reflect consecutive RFI numbers without gap.
- F. Architect will provide Contractor with responses to RFIs with such reasonable promptness as to cause no unreasonable delay in the work of the Contractor. Architect and Contractor, will develop a program to prioritize RFIs as high, medium and low priority.

High priority RFIs are items on the critical path for the Project, and will be responded to by ARchitect within five (5) business days. Medium priority RFIs are items in the thirty (30) day look ahead schedule and will be responded to by Architect within ten (10) business days. Low priority RFIs will be responded to by Architect in a reasonable period of time not to exceed three (3) weeks.

- G. Responses from the Architect shall not change any requirements of the Contract Documents. In the event the Contractor believes that a response to an RFI will cause a change in the Construction Documents, the Contractor shall, within seven (7) calendar days, give written notice to the Architect stating that the response to the RFI will cause changes to the requirements of the Construction Documents. Failure to give such notice shall waive the Contractor's right to seek additional time or cost under the Contract Modification Procedures Article of these Specifications.

## **1.12 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS**

- A. Where discrepancies or conflict occur:
  - 1 Amendments and Addenda shall take precedence over the Specifications.
  - 2 The Specifications shall take precedence over the Drawings.
  - 3 Stated dimensions shall take precedence over scaled dimensions.
  - 4 Large-scale detail drawings shall take precedence over small-scale drawings.

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- 5 Schedules shall take precedence over other data on the drawings.
6. In case of a difference between Drawings and Specifications or within either document itself in describing the Work, the better quality, greater quantity or more costly work will be assumed to be desired and shall be included in the Contractor's Bid and in the Contract price. Refer the matter to the Architect's attention for resolution after the Contract is awarded.
7. All work shown or referred to in the Contract Documents shall be included in the Contract excepting those items which are specifically noted as being "provided under another contract," or "provided by the Owner," or "by others," or "not in contract (NIC)."
8. Parties to the Contract shall not take advantage of any obvious error or apparent discrepancy in the Contract Documents. Notice of any discovered error or discrepancy shall immediately be given in writing to the Architect to make such corrections and interpretations as he may deem necessary for completion of the work in a satisfactory and acceptable manner.
9. Requirements stated in Divisions 1 to 33 of these Contract Documents shall take precedence over requirements of other parts of the Project Manual.

#### **1.13 COMMUNICATIONS TO THE ARCHITECT**

- A. All Communications to the Architect shall be addressed to:  
  
Denis Rioux  
BL Companies  
100 Constitution Plaza, 10<sup>th</sup> Floor  
Hartford, CT 06103  
drioux@blcompanies.com
- B. Communications addressed directly to other members of the Architect's design team will not be acknowledged as being valid. Similarly, the Architect will not acknowledge any communication not properly routed through the Contractor.

#### **PART 2 - PRODUCTS (Not Used)**

#### **PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 4500**

## **SECTION 01 6000**

### **MATERIALS, EQUIPMENT AND STANDARDS**

#### **PART 1 - GENERAL**

##### **1.01 REQUIREMENTS INCLUDED**

- A. General Standards
- B. General work to be performed.
- C. Reference standards.
- D. Surveys.
- E. Products.
- F. List of Products.
- G. Transportation and handling.
- H. Systems Demonstration.

##### **1.02 RELATED REQUIREMENTS**

- A. General Conditions and Supplemental Conditions.
- B. Section 01330 – Submittal Procedures.
- C. Section 01400 - Quality Requirements.
- D. Section 01770 - Contract Closeout.

##### **1.03 GENERAL STANDARDS APPLICABLE TO ALL SPECIFICATIONS SECTIONS**

These provisions, standards, and tolerances shall apply to all work under this contract. Where stricter standards and tolerances are specified, they shall take precedence over these standards and tolerances.

- A. Build and install parts of the work level, plumb, square, and in correct position unless specifically shown or specified otherwise.
  - 1. No part shall be out of plumb, level, square, or correct position so much as to impair the aesthetic effect of the part or the project as judged by the Architect.
  - 2. The following tolerances shall apply to plane surfaces unless stricter tolerances are specified. These tolerances shall not apply to work for which, in the Architect's interpretation, they are clearly inappropriate.
    - a. No point in the plane surface shall be out of correct position by more than 1/4".
    - b. No tangent to the plane surface shall vary from the vertical, horizontal, or other indicated plane by more than 1/4" in 10', non-accumulative.

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- B. Make joints tight and neat. If such is impossible, apply moldings, sealant, or other closure as direct by Architect.
- C. Under potentially damp conditions, provide galvanic insulation between different metals which are not adjacent on the galvanic scale.
- D. All fasteners used by all trades on the exterior of the building and where dampness and corrosion can reasonably be anticipated shall be corrosion resistant.
- E. Apply protective finish to parts of the work before concealing parts. For example, paint door tops and bottoms before hanging doors, and paint corrodible mounting plates before installing parts over them.
- F. Manufacturers, subcontractors, and workmen shall be experienced and skillful in performing the work assigned to them.
- G. Verify critical dimensions in the field before fabricating items which must fit adjoining construction.
- H. Where accessories are required in order to install parts of the work in usable form, provide such accessories.
- I. Follow manufacturer's instructions for assembling, installing, and adjusting products. Where manufacturer's instructions conflict with Contract Documents, request instructions from Architect.
- J. Adjust and operate all items of equipment, leaving them fully ready for use.
- K. All guarantees, warranties, and service maintenance agreements shall commence on the date of Substantial Completion of the Work, so that Owner receives full use of the item for the guarantee period.
- L. Should the Contractor wish to substitute another product or method for products or methods specified or shown in Contract Documents as "or equal," he shall apply in writing for approval. He shall enclose such data as Architect requires to evaluate products. The Architect's decision shall be final. Contractor is responsible for space requirements of substitutions, he shall execute necessary changes in adjacent and relocated situations, he shall execute necessary changes in adjacent and relocated work which are due to such substitutions, without additional cost and he shall be responsible for delays required for evaluation of proposed substitutions.

#### **1.04 GENERAL WORK TO BE PERFORMED AS PART OF CONTRACT**

- A. Provide adequate blocking, bracing, nailers, and fastenings to install parts of the work securely. Installed parts shall be able to withstand 2-1/2 times the maximum anticipated load. Blocking, bracing, nailers, and fastenings shall not be subject to deterioration or weakening as the result of normal environmental conditions or aging.

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- B. Perform cutting and patching required for his work. Use workmen skilled in such work.
- C. Seal cracks and openings so as to make exterior skin of building tight to the weather. If methods of doing so are not specified, notify Architect, and proceed as directed by Architect.
- D. Check drawings for requirements for bases, pads, and other supporting structures. Provide such supporting structures.
- E. If installation of access doors, plates and panels is not specified in the various sections, installation shall be by the Contractor for walls and for ceilings.
- F. As part of the one year warranty specified in the General Conditions, repair cracks and other faults which occur as a result of settlement and shrinkage during the first year after Substantial Completion. This does not include faults which are due to abuse of the project or abnormal faults which result from inadequate design.

## **1.05 REFERENCE STANDARDS**

Drawing Symbols: Construction Documents indicate the meaning of symbols used in the documents. If certain symbols are inadvertently left off of the legends, the following instructions will apply:

- A. Graphic symbols: Where not otherwise noted, symbols are defined by "Architectural Graphic Standards", published by John Wiley & Sons, Inc., eighth edition.
- B. Mechanical/Electrical Drawings: Graphic symbols used on mechanical and electrical drawings are generally aligned with symbols recommended by ASHRAE. Where appropriate, they are supplemented by more specific symbols recommended by technical associations including ASME, ASPE, IEEE and similar organizations. Refer instances of uncertainty to the Architect for clarification before proceeding.

Industry Standards: Construction Documents indicate standards in the design documents for all construction required as part of the Work. If certain standards are inadvertently left out of the documents, the following instructions will apply.

- A. Applicability of Standards: Except where Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copies directly into Contract Documents. Such standards are made a part of the Contract Documents by reference. Where the date of issue of a referenced standard is not specified, comply with the standard in effect as of date of Contract Documents.
- B. Conflicting Requirements: Where compliance with two or more standards is specified, and they establish different or conflicting requirements for minimum quantities or quality levels, the most stringent requirements will be enforced, unless the Contract Documents indicate otherwise.

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- C. Minimum Quantities or Quality Levels: In every instance, the quantity or quality level shown or specified shall be the minimum to be provided or performed. The actual installation may comply exactly, within specified tolerances, with the minimum quantity or quality specified, or it may exceed that minimum within reasonable limits.
- D. Copies of Standards: Each entity engaged in construction on the Project is required to be familiar with industry standards applicable to that entities' construction activity. Copies of applicable standards are not bound with the Contract Documents.

**END OF SECTION 01 6000**

## SECTION 01631

### PRODUCT SUBSTITUTIONS

#### PART 1 - GENERAL

##### 1.01 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling requests for substitutions made after execution of the Guaranteed Maximum Price.

##### 1.02 DEFINITIONS

- A. Definitions used in this Article are not intended to change or modify the meaning of other terms used in the Contract Documents.
- B. Substitutions: Requests for changes in products, materials, equipment, and methods of construction required by Contract Documents as a basis of design or "equals" that are proposed by the Contractor after award of the Contract are considered requests for "substitutions." The following are not considered substitutions:
  - 1. Substitutions requested by Bidders during the bidding period, and accepted prior to the execution of the Guaranteed Maximum Price, are considered as included in the Contract Documents and are not subject to requirements specified in this Section for substitutions.
  - 2. Revisions to Contract Documents requested by the Owner or Architect.
  - 3. Specified options of products and construction methods included in Contract Documents.
  - 4. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.

##### 1.03 SUBMITTALS

- A. Substitution Request Submittal: Requests for substitution will be considered if received within 60 days after commencement of the Work. Requests received more than 60 days after commencement of the Work may be considered or rejected at the discretion of the Architect.
  - 1. Submit 3 copies of each request for substitution for consideration. Submit requests in the form and in accordance with procedures required for Change Order proposals.

2. Identify the product, or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:
  - a. Product Data, including Drawings and descriptions of products, fabrication and installation procedures.
  - b. Samples, where applicable or requested.
  - c. A detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements such as size, weight, durability, performance and visual effect.
  - d. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the Owner and separate Contractors, that will become necessary to accommodate the proposed substitution.
  - e. A statement indicating the substitution's effect on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
  - f. Cost information, including a proposal of the net change, if any in the Contract Sum.
  - g. Certification by the Contractor that the substitution proposed is equal-to or better in every significant respect to that required by the Contract Documents, and that it will perform adequately in the application indicated. Include the Contractor's waiver of rights to additional payment or time, that may subsequently become necessary because of the failure of the substitution to perform adequately.
- B. **Architect's Action:** Within one week of receipt of the request for substitution, the Architect will request additional information or documentation necessary for evaluation of the request. Within 2 weeks of receipt of the request, or one week of receipt of the additional information or documentation, which ever is later, the Architect will notify the Contractor of acceptance or rejection of the proposed substitution. If a decision on use of a proposed substitute cannot be made or obtained within the time allocated, use the product listed as the basis of design, specified by name, or equal. Acceptance will be in the form of a Change Order.



## PART 2 - PRODUCTS

### 2.01 SUBSTITUTIONS

- A. Conditions: The Contractor's substitution request will be received and considered by the Architect when one or more of the following conditions are satisfied, as determined by the Architect; otherwise requests will be returned without action except to record noncompliance with these requirements.
1. Revisions to Contract Documents are not required.
  2. Proposed changes are in keeping with the general intent of Contract Documents.
  3. The request is timely, fully documented and properly submitted.
  4. The specified product or method of construction cannot be provided within the Contract Time. The request will not be considered if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly.
  5. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
  6. A substantial advantage is offered the Owner, in terms of cost, time, energy conservation or other considerations of merit, after deducting offsetting responsibilities the Owner may be required to bear. Additional responsibilities for the Owner may include additional compensation to the Architect for redesign and evaluation services, increased cost of other construction by the Owner or separate Contractors, and similar considerations.
  7. The specified product or method of construction cannot be provided in a manner that is compatible with other materials, and where the Contractor certifies that the substitution will overcome the incompatibility.
  8. The specified product or method of construction cannot be coordinated with other materials, and where the Contractor certifies that the proposed substitution can be coordinated.
  9. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where the Contractor certifies that the proposed substitution provide the required warranty.
- B. The Contractor's submittal and Architect's acceptance of Shop Drawings, Product Data or Samples that relate to construction activities not complying with the Contract Documents does not constitute an acceptable or valid request for substitution, nor does it constitute approval.

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**PART 3 - EXECUTION (Not Applicable)**

**END OF SECTION 01 6310**

**01 6310-4  
PRODUCT SUBSTITUTIONS**

## **SECTION 01 7310**

### **CUTTING AND PATCHING**

#### **PART 1 - GENERAL**

##### **1.01 INCLUDED IN THIS SECTION**

- A. General cutting and patching.
- B. Specific cutting and patching requirements.

##### **1.02 CUTTING AND PATCHING - GENERAL**

- A. Contractor shall be responsible for any alteration of existing work and cutting, patching of work as required by the installation of materials or performance of labor in contract.
- B. Match existing products and work for patching and extending work.
  - 1. New materials as specified in individual sections.
  - 2. Determine type and quality of existing products by inspection and any necessary testing, and workmanship by use of existing as a standard. Presence of a product, finish, or type of work, requires that patching, extending, or matching shall be performed as necessary to make work complete and consistent with specifications.
  - 3. Refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent new finishes.
- C. Do not cut structural members without first consulting and/or review intended procedures with Engineer.
- D. Protect existing items.
- E. Contractors are responsible for any cutting, coring and patching in the performance of their work due to the lack of installing sleeves or blocking in walls, floors or foundations.
  - 1. Remove, cut and patch work in a manner to minimize damage and to provide means of restoring products and finishes to original or specified condition.

**F.     Transitions**

1.     Where new work abuts or aligns with existing, make a smooth and even transition. Patched work shall match existing adjacent work in texture and appearance.
2.     Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.
3.     When finished, surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendations to Architect.

**1.03    SUBMITTALS**

- A.     Schedule: Submit schedule indicating proposed methods and sequence of operations for cutting and patching work to Owner's Representative for review prior to commencement of work. Include coordination for shut-off, capping, and continuation of utility services as required, together with details for dust and noise control protection.

Provide detailed sequence of cutting and patching and removal work to ensure uninterrupted progress of Owner's on-site operations.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION**

**3.01    JOB CONDITIONS**

- A.     Protections: Provide temporary barricades and other forms of protection as required to protect Owner's personnel and general public from injury due to cutting and patching work.
1.     Provide protective measures as required to provide free and safe passage of Owner's personnel and general public to and from building.
  2.     Erect temporary covered passageways as required by authorities having jurisdiction.
  3.     Provide interior shoring, bracing, or support to prevent movement, settlement, or collapse of structure or element to be demolished, and adjacent facilities or work to remain.
  4.     Protect from damage existing finish work that is to remain in place and becomes exposed during cutting and patching operations.
  5.     Protect finished floors with suitable coverings.

- 6. Construct temporary fire-rated and insulated solid dustproof partitions to separate work area from the remainder of the school complex.
  - 7. Provide temporary weather protection during interval between demolition and removal of existing construction on exterior surfaces, and installation of new construction to insure that no water leakage or damage occurs to structure or interior areas of existing building.
  - 8. Remove protections at completion of work.
- E. Damages: Promptly repair damages caused by cutting and patching work at no cost to Owner.
- F. Traffic: Conduct cutting and patching operations and debris removal in a manner to ensure minimum interference with roads, streets, walks, and other adjacent occupied or used facilities.
- Do not close, block or otherwise obstruct streets, walks or other occupied or used facilities without written permission from authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
- G. Explosives: Use of explosives will not be permitted.
- H. Utility Services: Maintain existing utilities to remain, keep in service, and protect against damage during cutting and patching operations.
- I. Environmental Controls: Use water sprinkling, temporary enclosures, and other suitable methods to limit dust and dirt rising and scattering in air to lowest practical level. Comply with governing regulations pertaining to environmental protection.
- Do not use water when it may create hazardous or objectionable conditions such as ice, flooding, and pollution.

### **3.02 INSPECTION**

- A. Prior to commencement of cutting and patching work, inspect areas in which work will be performed. Photograph existing conditions to structure, surfaces, equipment or to surrounding properties which could be misconstrued as damage resulting from cutting and patching work; file with Construction Manager prior to starting work.

### **3.03 PREPARATION**

- A. Provide interior shoring, bracing, or support to prevent movement, settlement or collapse of structures to be demolished and adjacent facilities to remain.

Cease operations and notify the Construction Manager immediately if safety of structure appears to be endangered. Take precautions to support structure until determination is made for continuing operations.

- B. Cover and protect furniture, equipment and fixtures to remain from soiling or damage when cutting and patching work is performed in rooms or areas from which such items have not been removed.

- C. Erect and maintain dust-proof partitions and closures as required to prevent spread of dust or fumes.

Provide weatherproof closures for exterior openings resulting from cutting and patching work.

- D. Locate, identify, stub off and disconnect utility services that are not indicated to remain.

Provide by-pass connections as necessary to maintain continuity of service, if required. Provide minimum of 72 hours advance notice to Owner if shut-down of service is necessary during change-over.

### **3.04 CUTTING AND PATCHING**

- A. Perform removal, relocation and cutting and patching work in a systematic manner. Use such methods as required to complete work indicated on Drawings in accordance with cutting and patching schedule and governing regulations.

1. Demolish masonry in small sections. Cut masonry at junctures with construction to remain using power-driven masonry saw or hand tools; do not use power-driven impact tools.

2. Provide services for effective air and water pollution controls as required by local authorities having jurisdiction.

3. For interior work, use removal methods that will not crack or structurally disturb adjacent floors or partitions.

- B. If unanticipated mechanical, electrical or structural elements which conflict with intended function or design are encountered, investigate and measure both nature and extent of the conflict. Submit report to Architect in written, accurate detail. Pending receipt of directive from Architect rearrange cutting and patching schedule as necessary to continue overall job progress without delay.

**3.05 DISPOSAL OF DEMOLISHED MATERIALS**

- A. Remove debris, rubbish and other materials resulting from cutting and patching operations from building site. Transport and legally dispose of materials off site.
- B. If hazardous materials are encountered during cutting and patching operations, comply with applicable regulations, laws, and ordinances concerning removal, handling and protection against exposure or environmental pollution.
- C. Burning of removed materials is not permitted on project site.

**3.06 CLEAN-UP AND REPAIR**

- A. Upon completion of cutting and patching work, remove tools, equipment and demolished materials from site. Remove protections and leave interior areas broom clean.
- B. Repair cutting and patching performed in excess of that required. Return structures and surfaces to remain to condition existing prior to commencement of cutting and patching work. Repair adjacent construction or surfaces soiled or damaged by cutting and patching work.

**END OF SECTION 01 7310**





## SECTION 01740

### WARRANTIES AND BONDS

#### PART 1 - GENERAL

##### 1.01 DESCRIPTION OF WORK

- A. This Section specifies general administrative and procedural requirements for warranties and bonds required by the Contract Documents, including manufacturers standard warranties on products and special warranties.
  - 1. Refer to the General Conditions for terms of the Contractor's special warranty of workmanship and materials.
  - 2. General closeout requirements are included in Section "Project Closeout."
  - 3. Specific requirements for warranties for the Work and products and installations that are specified to be warranted, are included in the individual Sections of Divisions-2 through -33.
  - 4. Certifications and other commitments and agreements for continuing services to Owner are specified elsewhere in the Contract Documents.
- B. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with the Contractor.

##### 1.02 DEFINITIONS

- A. Standard Product Warranties are preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to the Owner.
- B. Special Warranties are written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for the Owner.

### 1.03 WARRANTY REQUIREMENTS

- A. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.
- B. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.
- C. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.
- D. Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligations, rights and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.
  - 1. Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.
  - 2. The Owner reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment is required on such Work or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

### 1.04 SUBMITTALS

- A. Submit written warranties to the Architect at the time of Substantial Completion. The start date of all project warranties shall be the date of Substantial Completion for the Project.
- B. When a special warranty is required to be executed by the Contractor, or the Contractor and a subcontractor, supplier or manufacturer, prepare a written document that contains appropriate terms and identification, ready for execution by the required parties. Submit a draft to the Owner through the Architect for approval prior to final execution.
  - 1. Refer to individual Sections of Divisions-2 through -33 for specific content requirements, and particular requirements for submittal of special warranties.

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- C. Form of Submittal: At Final Completion compile two copies of each required warranty and bond properly executed by the Contractor, or by the Contractor, subcontractor, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.

**PART 2 - PRODUCTS (NOT APPLICABLE)**

**PART 3 - EXECUTION (NOT APPLICABLE)**

**END OF SECTION 01 7400**



## SECTION 01 7419

### CONSTRUCTION WASTE MANAGEMENT

#### PART 1. GENERAL

##### 1.01 WASTE MANAGEMENT REQUIREMENTS

- A. Employ processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors.
- B. Minimize trash/waste disposal in landfills; reuse, salvage, or recycle as much waste as economically feasible.
- C. Methods of trash/waste disposal that are not acceptable are:
  - 1. Burning on the project site.
  - 2. Burying on the project site.
  - 3. Dumping or burying on other property, public or private.
  - 4. Other illegal dumping or burying.
- D. Regulatory Requirements: Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal disposal of all construction and demolition waste materials.

##### 1.02 DEFINITIONS

- A. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, or the like.
- B. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.
- C. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity or reactivity.
- D. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity, or reactivity.
- E. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.
- F. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- G. Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- H. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- I. Return: To give back reusable items or unused products to vendors for credit.
- J. Reuse: To reuse a construction waste material in some manner on the project site.
- K. Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- L. Sediment: Soil and other debris that has been eroded and transported by storm or well production run-off water.
- M. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.

- N. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- O. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- P. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

## **PART 2. PRODUCTS – NOT USED**

## **PART 3. EXECUTION**

### **3.01 IMPLEMENTATION**

- A. Facilities: Provide facilities for trash disposal, for use by all contractors and installers.
  - 1. Provide containers as required.
  - 2. Provide adequate space for pick-up and delivery and convenience to subcontractors.
  - 3. Keep trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.
- D. Hazardous Wastes: Separate, store, and dispose of encountered hazardous wastes according to applicable regulations.

**END OF SECTION 01 7419**

**SECTION 01 7700**  
**PROJECT CLOSEOUT**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Inspection procedures.
  - 2. Project Record Documents.
  - 3. Operation and maintenance manuals.
  - 4. Instruction of Owner's personnel.
  - 5. Final cleaning.
- B. Related Sections include the following:
  - 1. Division 1 Section "Payment Procedures" for requirements for Applications for Payment for Substantial and Final Completion.
  - 2. Division 1 Section "Construction Progress Documentation" for submitting Final Completion construction photographs and negatives.
  - 3. Division 1 Section "Execution Requirements" for progress cleaning of Project site.
  - 4. Division 1 Section "Warranties and Bonds" for warrantee submittal requirements.
  - 5. Divisions 2 through 33 Sections for specific closeout and special cleaning requirements for products of those Sections.

**1.2 SUBSTANTIAL COMPLETION**

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
  - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
  - 2. Advise Owner of pending insurance changeover requirements.
  - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.

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4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  5. Deliver spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
  6. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  7. Complete startup testing of systems.
  8. Submit test/adjust/balance records.
  9. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  10. Advise Owner of changeover in heat and other utilities.
  11. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  2. Results of completed inspection will form the basis of requirements for Final Completion.

### **1.3 FINAL COMPLETION**

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Submit a final Application for Payment according to Division 1 Section "Payment Procedures."
  2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
  3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
  4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.



- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
  - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

#### **1.4 LIST OF INCOMPLETE ITEMS (PUNCH LIST)**

- A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
  - 1. Organize list of spaces in sequential order.
  - 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
  - 3. Include the following information at the top of each page:
    - a. Project name.
    - b. Date.
    - c. Name of Contractor.
    - d. Page number.

#### **1.5 PROJECT RECORD DOCUMENTS**

- A. General: Do not use Project Record Documents for construction purposes. Protect Project Record Documents from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.
- B. Record Drawings: Maintain and submit one set of blue- or black-line white prints of Contract Drawings and Shop Drawings.
  - 1. Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
    - a. Give particular attention to information on concealed elements that cannot be readily identified and recorded later.
    - b. Accurately record information in an understandable drawing technique.
    - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
    - d. Mark Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. Where Shop Drawings are marked, show cross-reference on Contract Drawings.

2. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
  3. Mark important additional information that was either shown schematically or omitted from original Drawings.
  4. Note Construction Change Directive numbers, Change Order numbers, alternate numbers, and similar identification where applicable.
  5. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location. Organize into manageable sets; bind each set with durable paper cover sheets. Include identification on cover sheets.
- C. Record Specifications: Submit one copy of Project's Specifications, including addenda and contract modifications. Mark copy to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
- D. Miscellaneous Record Submittals: Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

## **1.6 OPERATION AND MAINTENANCE MANUALS**

- A. Assemble a complete set of operation and maintenance data indicating the operation and maintenance of each system, subsystem, and piece of equipment not part of a system. Include operation and maintenance data required in individual Specification Sections and as follows:
1. Operation Data:
    - a. Emergency instructions and procedures.
    - b. System, subsystem, and equipment descriptions, including operating standards.
    - c. Operating procedures, including startup, shutdown, seasonal, and weekend operations.
    - d. Description of controls and sequence of operations.
    - e. Piping diagrams.

2. Maintenance Data:
  - a. Manufacturer's information, including list of spare parts.
  - b. Name, address, and telephone number of Installer or supplier.
  - c. Maintenance procedures.
  - d. Maintenance and service schedules for preventive and routine maintenance.
  - e. Maintenance record forms.
  - f. Sources of spare parts and maintenance materials.
  - g. Copies of maintenance service agreements.
  - h. Copies of warranties and bonds.
- B. Organize operation and maintenance manuals into suitable sets of manageable size. Bind and index data in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, with pocket inside the covers to receive folded oversized sheets. Identify each binder on front and spine with the printed title "OPERATION AND MAINTENANCE MANUAL," Project name, and subject matter of contents.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS**

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

## **PART 3 - EXECUTION**

### **3.1 DEMONSTRATION AND TRAINING**

- A. Instruction: Instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
  1. Provide instructors experienced in operation and maintenance procedures.
  2. Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at the start of each season.
  3. Schedule training with Owner, through Construction Manager, with at least ten business days' advance notice.
  4. Coordinate instructors, including providing notification of dates, times, length of instruction, and course content.

- B. Program Structure: Develop an instruction program that includes individual training modules for each system and equipment not part of a system, as required by individual Specification Sections. For each training module, develop a learning objective and teaching outline. Include instruction for the following:
1. System design and operational philosophy.
  2. Review of documentation.
  3. Operations.
  4. Adjustments.
  5. Troubleshooting.
  6. Maintenance.
  7. Repair.

### **3.2 FINAL CLEANING**

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
    - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
    - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
    - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
    - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
    - e. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
    - f. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
    - g. Sweep concrete floors broom clean in unoccupied spaces.
    - h. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
    - i. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
    - j. Remove labels that are not permanent.

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- k. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
    - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
  - l. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
  - m. Replace parts subject to unusual operating conditions.
  - n. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
  - o. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
  - p. Clean ducts, blowers, and coils if units were operated without filters during construction.
  - q. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
  - r. Leave Project clean and ready for occupancy.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

**END OF SECTION 01 7700**



**SECTION 10 1000**  
**VISUAL DISPLAY BOARDS**

**PART 1 - GENERAL**

**1.01 DESCRIPTION OF WORK**

This Section includes the following:

1. Porcelain enamel markerboards.
2. Vinyl-fabric-faced tackboards.

**1.02 SUBMITTALS**

- A. Product Data: For each type of visual display board indicated. Include motor capacities and individual panel weights for sliding markerboard and markerboard units.
- B. Shop Drawings: For each type of visual display board required.
  1. Include dimensioned elevations. Show location of joints between individual panels where unit dimensions exceed maximum panel length.
  2. Include sections of typical trim members.
  3. Show anchors, grounds, reinforcement, accessories, layout, and installation details.
- C. Samples for Initial Selection: Manufacturer's color charts showing the full range of colors and textures available for the following:
  1. Markerboards: Actual sections of porcelain enamel finish for each type of markerboard and markerboard required.
  2. Vinyl-Fabric-Faced Tackboards: Fabric swatches for each type of vinyl-fabric-faced cork tackboard indicated.

**1.03 QUALITY ASSURANCE**

- A. Source Limitations: Obtain visual display boards through one source from a single manufacturer.
- B. Fire-Test-Response Characteristics: Provide vinyl-fabric-faced tackboards with the following surface-burning characteristics as determined by testing assembled materials composed of facings and backings identical to those required in this Section per ASTM E 84 by a testing and inspecting agency acceptable to authorities having jurisdiction. Identify vinyl-fabric-faced tackboards with appropriate markings of applicable testing and inspecting agency.
  - 1.Flame Spread: 25 or less.
  - 2.Smoke Developed: 10 or less.

#### **1.04 PROJECT CONDITIONS**

- A. Field Measurements: Verify field measurements before preparation of Shop Drawings and before fabrication to ensure proper fitting. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

#### **1.05 WARRANTY**

- A. General Warranty: The special porcelain enamel markerboard warranty specified in this Article shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Contractor under requirements of the Contract Documents.
- B. Porcelain Enamel Markerboard Warranty: Submit a written warranty executed by manufacturer agreeing to replace porcelain enamel markerboards that do not retain their original writing and erasing qualities, become slick and shiny, or exhibit crazing, cracking, or flaking within the specified warranty period, provided the manufacturer's written instructions for handling, installation, protection, and maintenance have been followed.
  - 1 Warranty Period: Life of the building.

### **PART 2 - PRODUCTS**

#### **2.01 MANUFACTURERS**

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - 1. Porcelain Enamel Markerboards, Tackboards and Horizontal Sliding Units:
    - a. Everwhite (Glenroy)
    - b. Claridge
    - c. Nelson Adams Company.

#### **2.02 MATERIALS**

- A. Porcelain Enamel Markerboards: Balanced, high-pressure-laminated, porcelain enamel markerboards of 3-ply construction consisting of face sheet, core material, and backing.
  - 1. Face Sheet: 24 gauge enameling grade steel especially processed for temperatures used in coating porcelain on steel. Coat exposed face and edges with a 3-coat process consisting of primer, ground coat, and color cover coat. Coat concealed face with a 2-coat process consisting of primer and ground coat. Fuse cover and ground coats to steel at manufacturer's standard firing temperatures, but not less than 1200 deg. F. Color shall be white.
  - 2. At manufacturer's option, provide "Vitracite," porcelain enamel clad, Type 1, stretcher-leveled aluminized-steel face sheet, as manufactured by Claridge Products and Equipment. Fuse porcelain enamel coating to steel at approximately 1000 deg. F.
    - a. Cover Coat: Provide manufacturer's standard, light-colored, special writing surface with gloss finish intended for use with erasable dry markers.



3. Core: 3/8-inch thick, particleboard core material complying with requirements of ANSI A208.1, Grade 1-M-1.
  4. Backing Sheet: 0.015-inch thick, aluminum-sheet backing.
  5. Laminating Adhesive: Manufacturer's standard, moisture-resistant, thermoplastic-type adhesive.
- B. Vinyl-Fabric-Faced Tackboards: Mildew-resistant, washable vinyl fabric complying with FS CCC-W-408, Type II, weighing not less than 13 oz./sq. yd., laminated to 1/4-inch thick cork sheet. Provide fabric with a flame-spread rating of 25 or less when tested according to ASTM E 84. Provide color and texture as scheduled or as selected from manufacturer's standards. Provide in widths indicated. If indicated widths exceed manufacturer's maximum width, provide multiple units joined with trim to achieve indicated width. When multiple units are required, each run shall be constructed of equal-width units.
1. Backing: Factory laminate cork face sheet under pressure to 3/8-inch thick fiberboard backing.

### **2.03 ACCESSORIES**

- A. Metal Trim and Accessories: Fabricate frames and trim of not less than 0.062-inch thick, extruded-aluminum alloy, size and shape as indicated, to suit type of installation. Provide straight, single-length units. Keep joints to a minimum. Miter corners to a neat, hairline closure.
1. Field-Applied Trim: Manufacturer's standard snap-on trim with no visible screws or exposed joints.
  2. Chalktray: Manufacturer's standard, continuous, solid, extrusion-type, aluminum chalktray with ribbed section and smoothly curved exposed ends for each markerboard.
  3. Map Rail: Furnish map rail at top of each markerboard unit, complete with the following accessories:
    - a. Display Rail: Provide continuous cork display rail approximately 1-inch wide, as indicated, integral with map rail.
    - b. End Stops: Provide one end stop at each end of map rail.
    - c. Map Hooks: Provide 2 map hooks for every 48 inches of map rail or fraction thereof.

### **2.04 FABRICATION**

- A. Porcelain Enamel Markerboards: Laminate facing sheet and backing sheet to core material under pressure with manufacturer's recommended flexible, waterproof adhesive.
- B. Assembly: Provide factory-assembled markerboard and tackboard units, unless field-assembled units are required.
1. Provide manufacturer's standard mullion trim at joints between markerboards and tackboards.

## **2.05 FINISHES**

- A. General: Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations relative to applying and designating finishes.
- B. Finish designations prefixed by AA conform to the system established by the Aluminum Association for designating aluminum finishes.
- C. Class II, Clear Anodic Finish: AA-M12C22A31 (Mechanical Finish: nonspecular as fabricated; Chemical Finish: etched, medium matte; Anodic Coating: Architectural Class II, clear coating 0.010 mm or thicker) complying with AAMA 607.1.

## **PART 3 - EXECUTION**

### **3.01 EXAMINATION**

- A. Examine wall surfaces, with Installer present, for compliance with requirements and other conditions affecting installation of visual display boards.
  - 1. Surfaces to receive markerboards, tackboards and sliding units shall be free of dirt, scaling paint, and projections or depressions that would affect smooth, finished surfaces of markerboards, tackboards or sliding units.
  - 2. Do not proceed with installation until unsatisfactory conditions have been corrected.

### **3.02 INSTALLATION**

- A. Deliver factory-built visual display boards completely assembled in one piece without joints, where possible. If dimensions exceed panel size, provide 2 or more pieces of equal length as acceptable to Architect. When overall dimensions require delivery in separate units, prefabricate components at the factory, disassemble for delivery, and make final joints at the site. Use splines at joints to maintain surface alignment.
- B. Install units in locations and at mounting heights indicated and according to manufacturer's written instructions. Keep perimeter lines straight, plumb, and level. Provide grounds, clips, backing materials, adhesives, brackets, anchors, trim, and accessories necessary for complete installation.
- C. Coordinate Project-site-assembled units with grounds, trim, and accessories. Join parts with a neat, precision fit.

### **3.03 ADJUSTING AND CLEANING**

- A. Verify that accessories required for each unit have been properly installed and that operating units function properly.
- B. Clean units according to manufacturer's written instructions.

## PART 4 – QUANTITIES AND TYPE

### 4.1. QUANTITIES

#### Tackboards:

Lobby (Room 102)	48" H by 48" W Tackboard (provide 2)
Multi-Function Space (Room 106A)	48" H by 48" W Tackboard (provide 1)
Multi-Function Space (Room 106B)	48" H by 48" W Tackboard (provide 1)
Pantry (Room 107)	36" H by 24" W Tackboard (provide 1)
Corridor (Room 123)	48" H by 48" W Tackboard (provide 3)
Health Suite (Room 124)	36" H by 24" W Tackboard (provide 1)
Tech 2 (Room 129)	48" H by 24" W Tackboard (provide 1)
Tech 1 (Room 131)	48" H by 24" W Tackboard (provide 1)
Library (Room 133)	36" H by 24" W Tackboard (provide 1)
Crafts (Room 138)	36" H by 24" W Tackboard (provide 2)
Classroom 1B (Room 141)	48" H by 48" W Tackboard (provide 1)
Classroom 1A (Room 142)	48" H by 48" W Tackboard (provide 1)
Classroom 2 (Room 143)	48" H by 48" W Tackboard (provide 1)
Social Services (Room 144)	36" H by 48" W Tackboard (provide 1)
Work Area (Room 150)	36" H by 48" W Tackboard (provide 2)

#### Markerboards:

Health Suite (Room 124)	36" H by 24" W Markerboard (provide 1)
Tech 2 (Room 129)	48" H by 96" W Markerboard (provide 1)
Tech 1 (Room 131)	48" H by 96" W Markerboard (provide 1)
Crafts (Room 138)	48" H by 72" W Markerboard (provide 1)
Classroom 1B (Room 141)	48" H by 96" W Markerboard (provide 1)
Classroom 1A (Room 142)	48" H by 96" W Markerboard (provide 1)
Classroom 2 (Room 143)	48" H by 96" W Markerboard (provide 1)
Social Services (Room 144)	36" H by 48" W Markerboard (provide 1)
Work Area (Room 150)	36" H by 48" W Markerboards (provide 2)

END OF SECTION 10 1000

## **SECTION 10 2810**

### **MISCELLANEOUS ACCESSORIES**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section includes the following:
  - 1. Coat Storage and Shelving.
  - 2. Miscellaneous Building Accessories

##### **1.2 SUBMITTALS**

- A. Product Data: For each type of product indicated. Include the following:
  - 1. Material and finish descriptions.

##### **1.3 QUALITY ASSURANCE**

- A. Source Limitations: For products listed together in the same articles in Part 2, provide products of same manufacturer unless otherwise approved by Architect.

##### **1.4 COORDINATION**

- A. Coordinate accessory locations with other work to prevent interference with clearances required for access by people with disabilities, and for proper installation, adjustment, operation, cleaning, and servicing of accessories.

#### **PART 2 - PRODUCTS**

##### **2.1 WALL-MOUNTED COAT RACKS**

- A. Wall-mounted Coat Racks: Powder-coated steel brackets with anodized aluminum shelf tubes and a stainless steel 1" hanger bar. Color as selected by Architect from manufacturer's standard range. Magnuson DS-XHA (see sizes at the end of this Section) or approved equal.
- B. Hangers: Plastic hangers with steel hooks, provided by the wall rack manufacturer. Provide 4 hangers per foot of rod.



C. Quantities and Location:

Room	Quantity	Shelf Length	Mounting Height
Game Room A	1	24"	60"
Game Room A	1	24"	54"
Game Room B	1	24"	60"
Game Room B	1	24"	54"
Library	1	24"	60"
Crafts	1	36"	60"
Tech 1	1	36"	60"
Tech 2	1	36"	60"
Health Suite	1	24"	54"
Pantry	1	24"	60"
Work Area	1	36"	60"
Fitness	1	48"	54"
Cardio	1	48"	54"

2.2 MOVABLE COAT RACKS

- A. Wall-mounted Coat Racks: Powder-coated steel construction with a stainless steel 1" hanger bar. Color as selected by Architect from manufacturer's standard range. Magnuson DDF-XH (see sizes at the end of this Section) or approved equal. Provide with casters.
- B. Hangers: Plastic hangers with steel hooks, provided by the rack manufacturer. Provide 4 hangers per foot of rod.



C. Quantities and Location:

Room	Quantity	Unit Length
Classroom 1B	1	24"
Classroom 1A	1	24"
Classroom 2	1	24"
Cafe	1	36"
Multi-Function	2	48"

**PART 3 - EXECUTION**

**3.1 INSTALLATION**

- A. Install accessories according to manufacturers' written instructions, using fasteners appropriate to substrate indicated and recommended by unit manufacturer. Install units level, plumb, and firmly anchored in locations and at heights indicated.
- B. Fasten wall units through wall finish to one stud at one end, and use molly bolt anchoring at the other end.

**3.2 ADJUSTING AND CLEANING**

- A. Replace damaged or defective items.
- B. Remove temporary labels and protective coatings.

**END OF SECTION 10 2810**

## **SECTION 11 6623**

### **FITNESS EQUIPMENT**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

A. This Section includes the following fitness equipment:

1. Pickleball equipment.
2. Exercise equipment.
3. Weights

##### **1.2 DEFINITIONS**

A. IFP: International Federation of Pickleball.

##### **1.3 SUBMITTALS**

A. Product Data: For each type of product indicated.

1. If applicable, include assembly, disassembly, and storage instructions for removable equipment.
2. Motors: Show nameplate data, ratings, characteristics, and mounting arrangements.

B. Product Certificates: For each type of fitness equipment, signed by product manufacturer.

C. Operation and Maintenance Data: For fitness equipment to include in emergency, operation, and maintenance manuals.

D. Warranty: Special warranty specified in this Section.

##### **1.4 QUALITY ASSURANCE**

A. Source Limitations: Obtain each type of equipment through one source from a single manufacturer.

B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

C. Composite Wood Products: Made without urea formaldehyde.

## **1.5 PROJECT CONDITIONS**

- A. Environmental Limitations: Do not install equipment until spaces are enclosed and weatherproof, wet work in spaces is complete and dry, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.
- B. Field Measurements: Verify position and elevation of floor inserts and layout for equipment.

## **1.6 WARRANTY**

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of fitness equipment that fail in materials or workmanship within specified warranty period.
  - 1. Warranty Period: One year from date of Substantial Completion.

## **PART 2 - PRODUCTS**

### **2.1 PICKLEBALL EQUIPMENT**

- A. Basis-of-Design Product: Subject to compliance with requirements, provide the product indicated or a comparable product by a recognized IFP-approved pickleball equipment manufacturer.
- B. Pickleball Net: Provide 22' long by 34" high powder-coated steel portable net, consisting of oval tubing posts and spreader bar and locking wheels. Provide center fiberglass support rod. Provide with integral net, tension strap and wheeled duffle carrying bag. Pickleball Central "Deluxe PickleNet Portable Net."
- C. Replacement Net: Provide replacement net for net system noted above, PickleBall Central "Deluxe PickleNet Replacement Net."
- D. Balls: Provide 0.90 ounce balls, 26 holes, 2-15/16" diameter with a 31-inch bounce from 75inches on a concrete floor, mixed colors. Provide 24 balls, Pickleball Central "Dura Big Hole Indoor Pickleball."
- E. Ball Holder: Provide portable net ball holder, capable of holding eight balls, and able to be attached to net posts. Provide two such units, Pickleball Central "Ball Holder" for Deluxe Portable Net.
- F. Paddles: Provide wood paddles, 10.6 ounces maximum, with non-slip grips and wrist straps. Provide eight paddles, Pickleball Central "Rally Meister Wood Paddle Deluxe."
- G. Caddy: Provide heavy duty polypropylene wheeled caddy with 33" long handles. Pickleball Central "Deluxe Pickleball Caddy."



## 2.2 EXERCISE EQUIPMENT

A. Basis-of-Design Product: Subject to compliance with requirements, provide specified product or a comparable product by one of the following:

1. True Fitness.
2. PreCor.
3. Life Fitness.

B. Treadmill: Precor TRM 781.

1. Unit shall have a running surface of 60 by 22 inches, provided with a minimum of 20 different programmed workouts, elevation range of 0% to 15% in 0.5% increments, speed range of 0.5 to 12 miles per hour, network capable with 15" LCD touch screen, mobile device charging port and audio jack, reading rack and cable management system, with console, motor drive system, integrated footplant technology, impact control system, and active status light.



C. Elliptical Cross-trainer: Life Fitness Integrity Series SC Elliptical.

1. Unit shall have a 20-inch fixed stride, console navigation, a minimum of four workouts, oversized 15-inch pedals, moving handles, a minimum of 20 resistance levels, reading rack, headphone jack and cup holder.



**D. Recumbent Bike: Cybex 770R Recumbent Bike.**

1. Unit shall have three modes of operation, nine workouts with a minimum of 20 different levels. Provide goal setting capability, heart rate monitoring, large pedals, multi-positioning handlebars, 15" HD monitor and headphone jack.



- E. Quantities:** Owner shall purchase 1, 2 or 3 of the above listed equipment, depending on budget.

## **2.3 WEIGHTS**

- A. Basis-of-Design Product:** Subject to compliance with requirements, provide the following products or a comparable product by a different manufacturer:

York Rubber Coated Hex Dumbbells: Contoured, knurled chrome handles and rubber-covered heads. The heads shall be torque-threaded and permanently affixed to a thick 35MM solid steel shaft improving the strength of the head / handle joint. The knurled chrome handles shall be ergonomically contoured to fit comfortably in the users' palm.

Provide sets including a pair each of 2.5lb, 5lb, 7.5lb, 10lb, 12.5lb, 15lb, 20lb and 25lb Rubber Coated Dumbbells.

Dumbbell Rack: Troy TDR3 3 Tier Dumbbell Rack, heavy duty rack designed to hold a dumbbell set. Provide with staggered shelving and welded stoppers on the ends of each shelf to keep the dumbbells from rolling off.

Quantities: provide two sets of dumbbells and two racks.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for play court layout, installation tolerances, operational clearances and other conditions affecting performance.**

1. Verify critical dimensions.
2. Examine supporting structure and floor surfaces.
3. Proceed with installation only after unsatisfactory conditions have been corrected.

### **3.2 INSTALLATION, GENERAL**

- A. General: Comply with manufacturer's written installation instructions. Complete equipment field assembly, where required.
- B. Unless otherwise indicated, install equipment after other finishing operations, including painting, have been completed.

Permanently Placed Fitness Equipment and Components: Rigid, level, plumb, square, and true; in proper relation to adjacent construction; and aligned with court layout where applicable.

1. Operating Fitness Equipment: Verify clearances for movable components of fitness equipment throughout entire range of operation and for access to operating components.
- C. Connections: Connect equipment to building electrical system.
- D. Removable Fitness Equipment and Components: Assemble in place to verify that equipment and components are complete and in proper working order. Instruct Owner's designated personnel in properly handling, assembling, adjusting, disassembling, transporting, storing, and maintaining units. Disassemble removable fitness equipment after assembled configuration has been approved by Owner, and store units in location indicated on Drawings.

### **3.3 CLEANING**

- A. After completing fitness equipment installation, inspect components. Remove spots, dirt, and debris and touch up damaged shop-applied finishes according to manufacturer's written instructions.
- B. Replace fitness equipment and finishes that cannot be cleaned and repaired, in a manner approved by Architect, before time of Substantial Completion.

### **3.4 DEMONSTRATION**

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain fitness equipment.

**END OF SECTION 11 6623**



**SECTION 12 2413**  
**ROLLER WINDOW SHADES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes roller shades.

**1.2 SUBMITTALS**

- A. Product Data: For each type of product indicated. Include styles, material descriptions, construction details, dimensions of individual components and profiles, features, finishes, and operating instructions.
- B. Samples for Initial Selection: For each colored component of each type of shade indicated.
  - 1. Include similar Samples of accessories involving color selection.
- C. Qualification Data: For Installer.
- D. Product Test Reports: For each type of roller shade.
- E. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for each type of roller shade.
- F. Maintenance Data: For roller shades to include in maintenance manuals. Include the following:
  - 1. Methods for maintaining roller shades and finishes.
  - 2. Precautions about cleaning materials and methods that could be detrimental to fabrics, finishes, and performance.
  - 3. Operating hardware.

**1.3 QUALITY ASSURANCE**

- A. Installer Qualifications: Fabricator of products.
- B. Source Limitations: Obtain roller shades through one source from a single manufacturer.
- C. Fire-Test-Response Characteristics: Provide roller shade band materials with the fire-test-response characteristics indicated, as determined by testing identical products per test method indicated below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction:
  - 1. Flame-Resistance Ratings: Passes NFPA 701.
- D. Product Standard: Provide roller shades complying with WCMA A 100.1.

#### **1.4 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver shades in factory packages, marked with manufacturer and product name, and location of installation using same designations indicated on Drawings and in a window treatment schedule.

#### **1.5 PROJECT CONDITIONS**

- A. Environmental Limitations: Do not install roller shades until construction and wet and dirty finish work in spaces, including painting, is complete and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.
- B. Field Measurements: Where roller shades are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Allow clearances for operable glazed units' operation hardware throughout the entire operating range. Notify Architect of discrepancies. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

#### **1.6 EXTRA MATERIALS**

- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
  - 1. Rollers Shades: Before installation begins, for each size, color, texture, and pattern indicated, full-size units equal to 5 percent of amount installed, but not fewer than 1 unit for each type of window.

### **PART 2 - PRODUCTS**

#### **2.1 ROLLER SHADES**

- A. Basis-of-Design Product: Subject to compliance with requirements, provide products by MechoShade Systems, Inc., or an Architect-approved comparable product by one of the following:
  - 1. Draper Inc..
  - 2. Hunter Douglas, Inc.; Hunter Douglas Window Fashions Division.
  - 3. Levolor; Levolor-Kirsch Window Fashions; a Newell Rubbermaid Company.
- B. Shade Band Material: PVC-coated polyester, Euroveil Basket Weave 5300 Series.
  - 1. Fabric Width: 63 inches or 96 inches.
  - 2. Colors: As selected by Architect from manufacturer's full range.
  - 3. Material Openness Factor: 5 percent.
  - 4. Bottom Hem: Straight.
- C. Rollers: Electrogalvanized or epoxy primed steel or extruded-aluminum tube of diameter and wall thickness required to support and fit internal components of operating system and the weight and width of shade band material without sagging; designed to be easily removable from

support brackets; with removable spline fitting integral channel in tube for attaching shade material. Provide capacity for one roller shade band per roller, unless otherwise indicated.

- D. Direction of Roll: Regular, from back of roller.
- E. Mounting Brackets: Fascia end caps, fabricated from steel finished to match fascia or headbox.
- F. Fascia: L-shaped, formed-steel sheet or extruded aluminum; long edges returned or rolled; continuous panel concealing front and bottom of shade roller, brackets, and operating hardware and operators; length as necessary; removable design for access.
- G. Top/Back Cover: L-shaped; material and finish to match fascia; combining with fascia and end caps to form a six-sided headbox enclosure sized to fit shade roller and operating hardware inside.
- H. Mounting: Inside mounting permitting easy removal and replacement without damaging roller shade or adjacent surfaces and finishes.
- I. Shade Operation: Manual; with continuous-loop bead-chain, clutch, and cord tensioner and bracket lift operator.
  - 1. Loop Length: Length required to make operation convenient from floor level.
  - 2. Bead Chain: Nickel-plated metal.
  - 3. Cord Tensioner Mounting: Wall.

## **2.2 ROLLER SHADE FABRICATION**

- A. Product Description: Roller shade consisting of a roller, a means of supporting the roller, a flexible sheet or band of material carried by the roller, a means of attaching the material to the roller, a bottom bar, and an operating mechanism that lifts and lowers the shade.
- B. Concealed Components: Noncorrodible or corrosion-resistant-coated materials.
  - 1. Lifting Mechanism: With permanently lubricated moving parts.
- C. Unit Sizes: Obtain units fabricated in sizes to fill window and other openings as follows, measured at 74 deg F (23 deg C):
  - 1. Shade Units Installed between (Inside) Jambs: Edge of shade not more than 1/4 inch from face of jamb. Length equal to head to sill dimension of opening in which each shade is installed.
- D. Installation Brackets: Designed for easy removal and reinstallation of shade, for supporting fascia, roller, and operating hardware and for hardware position and shade mounting method indicated.
- E. Installation Fasteners: No fewer than two fasteners per bracket, fabricated from metal noncorrosive to shade hardware and adjoining construction; type designed for securing to supporting substrate; and supporting shades and accessories under conditions of normal use.
- F. Color-Coated Finish: For metal components exposed to view, apply manufacturer's standard baked finish complying with manufacturer's written instructions for surface preparation including pretreatment, application, baking, and minimum dry film thickness.

- G. Colors of Metal and Plastic Components Exposed to View: As selected by Architect from manufacturer's full range, unless otherwise indicated.

### **PART 3 - EXECUTION**

#### **3.1 EXAMINATION**

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, operational clearances, and other conditions affecting performance.
  - 1. Proceed with installation only after unsatisfactory conditions have been corrected.

#### **3.2 ROLLER SHADE INSTALLATION**

- A. Install roller shades level, plumb, and aligned with adjacent units according to manufacturer's written instructions, and located so shade band is not closer than 2 inches to interior face of glass. Allow clearances for window operation hardware.

#### **3.3 ADJUSTING**

- A. Adjust and balance roller shades to operate smoothly, easily, safely, and free from binding or malfunction throughout entire operational range.

#### **3.4 CLEANING AND PROTECTION**

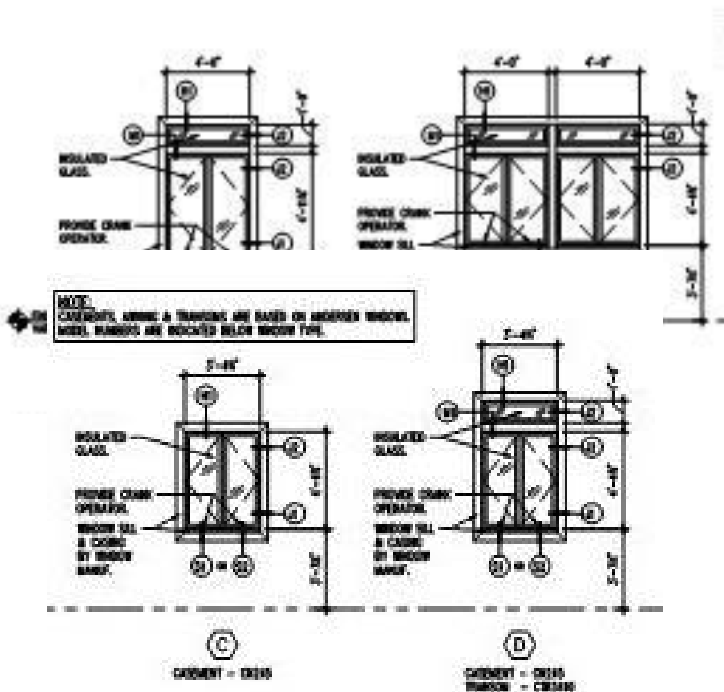
- A. Clean roller shade surfaces after installation, according to manufacturer's written instructions.
- B. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer, that ensure that roller shades are without damage or deterioration at time of Substantial Completion.
- C. Replace damaged roller shades that cannot be repaired, in a manner approved by Architect, before time of Substantial Completion.

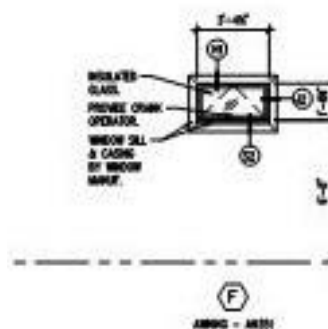


PART 4 - ROLLER SHADE SCHEDULE

A. Window types are as follows:

Window Designation	Window Type	Rough Opening Width (Approximate)	Rough Opening Height (Approximate)	Sill height above Floor
A	Double Casement with Transom	4'-0"	5'-0" for casement, and 1'-0" for transom	3'-0" to casement sill
B	Twin Double Casements with Transoms	4'-0" for each casement set	5'-0" for casement, and 1'-0" for transom	3'-0" to casement sill
C	Double Casement	3'-4"	4'-4"	3'-7"
D	Double Casement with Transom	3'-4"	4'-4" for casement, and 1'-0" for transom	3'-7" to casement sill
F	Awning	3'-4"	1'-8"	6'-8"





B. Roller Shade Schedule is as follows:

Window Type A: One shade covering both casements, plus one shade for transom. Typical of 14 units. Provide one extra set per 1.06.A.1.

Window Type B: Two shades covering casements (one shade per casement pair), no shade at transom. Typical of 3 units. Provide one extra set per 1.06.A.1.

Window Type C: One shade covering both casements. Typical of 11 units. Provide one extra set per 1.06.A.1.

Window Type D: One shade covering both casements, plus one shade for transom. Typical of 14 units. Provide one extra set per 1.06.A.1.

Window Type F: No shades required.

**END OF SECTION 12 2413**

**SECTION 12 4813**  
**ENTRANCE FLOOR MATS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes the following:
  - 1. Entrance mats in surface-mounted frames.

**1.2 SUBMITTALS**

- A. Product Data: Include construction details, material descriptions, dimensions of individual components and profiles, and finishes.
- B. Shop Drawings: Show the following:
  - 1. Custom Graphics: Scale drawing indicating colors.
- C. Maintenance Data: For floor mats to include in maintenance manuals.

**1.3 QUALITY ASSURANCE**

- A. Source Limitations: Obtain floor mats through one source from a single manufacturer.
- B. Accessibility Requirements: Provide installed floor mats that comply with Sections 302 and 303 in ICC A117.1.

**1.4 PROJECT CONDITIONS**

- A. Field Measurements: Indicate measurements on Shop Drawings.

**1.5 COORDINATION**

- A. Coordinate size and location of recesses in concrete with installation of finish floors to receive floor mats.

## **PART 2 - PRODUCTS**

### **2.1 ENTRANCE MATS**

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - 1. Flexco.
  - 2. Musson, R. C. Rubber Co.
  - 3. Waterhog Floor Mats.
- B. Carpet-Type Mats: 24 oz., needle-punched, solution dyed, 100% polypropylene carpet bonded to 1/8- to 1/4-inch- thick, flexible rubber backing to form mats 3/8 or 7/16 inch thick with nonraveling edges.
  - 1. Colors, Textures, and Patterns: As selected by Architect from manufacturer's full range.
  - 2. Mat Size: As indicated.
- C. Graphics: Custom inlaid or woven-in graphic characters, as indicated.

### **2.2 FABRICATION**

- A. Floor Mats: Shop fabricate units to greatest extent possible in sizes indicated. Unless otherwise indicated, provide single unit for each mat installation; do not exceed manufacturer's recommended maximum sizes for units that are removed for maintenance and cleaning. Where joints in mats are necessary, space symmetrically and away from normal traffic lanes. Miter corner joints in framing elements with hairline joints or provide prefabricated corner units without joints.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Examine substrates and floor conditions for compliance with requirements for location, sizes, and other conditions affecting installation of floor mats and frames.
  - 1. Proceed with installation only after unsatisfactory conditions have been corrected.

### **3.2 INSTALLATION**

- A. Install surface-type units to comply with manufacturer's written instructions at locations indicated; coordinate with entrance locations and traffic patterns.

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**PART 4 - MAT SCHEDULE**

Size	Location	Graphics	Quantity
70" x 95"	Vestibule 101	WELCOME TO THE SOUTHINGTON SENIOR CENTER	2
70 X 95"	Café 103		1
48" x 48"	Vestibule 122		1
48" x 60"	Corridor 123		2
48" x 48"	Pantry 107		1

**END OF SECTION 12 4813**

## **SECTION 12 9000**

### **GAME TABLES AND ACCESSORIES**

#### **PART 1 - GENERAL**

##### **1.01 DESCRIPTION OF WORK**

- A. Extent and location of each type of furniture, furnishing and equipment are indicated in these Specifications.
- B. Work of this section includes delivery, furnishing and installation of furniture, furnishings, equipment and accessories.

##### **1.02 SUBMITTALS**

- A. Product Data: Submit manufacturer's product literature and installation instructions for each type of furnishing required.
  - 1. Submit written data on physical characteristics, durability, resistance to fading and flame resistance characteristics.
- B. Samples for Initial Selection Purposes: Submit manufacturer's standard size samples showing full range of colors, textures and patterns available for each type of finish required.

##### **1.03 QUALITY ASSURANCE**

- A. Manufacturer Qualifications Firm (material producer) with not less than 5 years of production experience, whose published literature clearly indicates general compliance of products with requirements of this section.
- B. Single Source Responsibility: Provide each furnishing item by a single manufacturer for each type.

##### **1.04 TESTING**

- A. Test Reports: At the time of the bid, submit certified test reports evidencing compliance with requirements for the following:
  - 1. Fire performance characteristics.
  - 2. Physical properties indicated.
- B. Fire Performance Characteristics: Provide fabric material that is identical to that tested for the following fire performance requirements, according to test method indicated, by UL or other testing and inspecting agency acceptable to authorities having jurisdiction.
  - 1. Surface Burning Characteristics:

Class I, NFPA 260.

- C. Physical Properties: Provide material that is identical to that tested for the following physical properties, according to the test method indicated.
- D. Certification: Submit manufacturer's certificate stating that materials furnished comply with specified requirements. Include supporting certified laboratory testing data indicating that material meets specified test requirements.

#### **1.05 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver materials to project site in original factory wrappings and containers, clearly labeled with identification of manufacturer, brand name, quality or grade, fire hazard classification, and lot number. Store materials in original undamaged packages and containers, inside well-ventilated area protected from weather, moisture, soiling, extreme temperatures, humidity; laid flat, blocked off ground to prevent sagging and warping. Maintain temperature in storage area above 40 degrees Fahrenheit.
- B. Comply with instructions and recommendations of manufacturer for special delivery, storage, and handling requirements.

#### **1.06 SEQUENCING AND SCHEDULING**

- A. Sequence furnishings installation with other work to minimize possibility of damage and soiling during remainder of construction period.

#### **1.07 WARRANTY**

- A. Special Project Warranty: Submit a written warranty, executed by the Contractor and Manufacturer, agreeing to repair or replace furnishings which fails in materials or workmanship within the specified warranty period. This warranty shall be in addition to and not a limitation of other rights the Owner may have against the Contractor under the Contract Documents.
  - 1. The Contractor shall submit a copy of the manufacturer's standard five-year guarantee for furnishings.

#### **1.08 MAINTENANCE**

- A. Maintenance Instructions: Submit manufacturer's printed instructions for maintenance of installed work, including methods and frequency recommended for maintaining optimum condition under anticipated traffic and use conditions. Include precautions against materials and methods, which may be detrimental to finishes and performance.

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## **PART 2 - PRODUCTS**

### **2.01 MATERIALS**

- A. Color, Pattern, and Texture: Provide materials in colors and patterns (if applicable) as selected by Architect from manufacturer's standard colors and patterns.

### **2.01 BILLIARDS TABLES AND ACCESSORIES**

- A. Billiards tables, equipment and accessories shall meet the requirements of the Billiards Congress of America (BCA).
- B. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the following:

Tables:

Diamond Billiard Products, Inc., (Basis of Design: Pro-Am Table)  
Brunswick Billiards  
Olhausen

Accessories:

As provided by table manufacturer or meeting the requirements of BCA.



- C. Billiard tables shall be 4-foot by 8-foot, with a playing area (measured from the cloth covered nose of cushion rubber to the opposite cushion rubber, both width and length of 44" width by 88" length. The table bed playing surface, when measured from the bottom of the table leg, will be 29 1/4 minimum to 30 1/4 maximum.
- D. Pocket Openings and Measurements:
  - Corner Pocket:



Mouth: 4 7/8" minimum to 5 1/8" maximum  
Throat: 4" minimum to 4 1/4" maximum

**Side Pocket:**

Mouth: 5 3/8" minimum to 5 5/8" maximum  
Throat: 4 3/8" minimum to 4 7/8" maximum

Vertical Pocket Angle 12 +, or - 1 degree

Ball Holder: Provide a net or container capable of holding 4 balls at each pocket.

- E. Playing Bed: The playing surface must be capable, either by its own strength or a combination of its strength and that of the table base frame, of maintaining an overall flatness within a tolerance of .020" lengthwise and .010" across the width. Further, this surface should have an additional deflection not to exceed .030" when loaded with a concentrated static force of 200 pounds at its center. If more than one slab is employed, the slab joints must be in the same plane within .005" after leveling and shimming. The bed shall be covered with fabric, the major portion of which is made of wool, with proper tension to avoid unwanted ball roll-off. Tables shall have a set of three equally sized, 3/4"-thick minimum slate bed with a wooden frame. All playing surfaces shall be secured to base frame with screws or bolts. The joints of the slate pieces shall be level and on the same plane. They shall be within .005 inch when leveled and shimmed. Slate pieces shall be secured to said frame with screws or bolts, with countersunk heads.
- F. Cushion: Rubber cushions shall be triangular in shape and molded with the conventional K-66 profile with a base of 1 3/16" and a nose height of 1", with control fabric molded to the top and base area of the cushion. The balance of the rail section to which the rubber cushion is glued shall be of hardwood construction and attached to the slate bed with a minimum of three (3) heavy duty, threaded rail bolts per rail.
- G. Cloth shall be very fine combed wool yarn, tightly-twisted and woven (worsted wool process) into cloth, sheared perfectly flat and finished into a precision cloth that achieves the smoothest, most accurate and most consistent play surface available. Color shall be as selected by Architect from manufacturer's full range.
- H. Rails shall be constructed of Oak, Cherry, Maple, Mahogany, Walnut, or Rosewood. Provide 18 sights (diamonds) which are to be flush with the rail cap, and located 11 1/2 inches from sight to sight. Diamond inlaid sights shall be 3 11/16" from tip of rubber to center of diamond and perfectly matched. Rail top shall be rounded and 7 1/4 wide (rubber to edge of rail). Rail finish shall be as selected by Architect from manufacturer's standard range.
- I. Skirts shall be constructed to match material and finish of rails, and be provided with an inclined or recessed design.
- J. Provide pedestals anchored to the frame. Pedestals shall match the material and finish of rails and skirt, and be provided with brass, aluminum, or leveling block style feet. Provide built-in no lift leveling system requiring only one person to adjust with a twist of a wrench or screwdriver.

- K. Billiard Balls: Set of sixteen balls (15 balls plus a cue ball), molded and finished in a perfect sphere, with both dynamic and static balance, in the following weights and diameters:

Weight: 5 1/2 to 6 oz. / \*Diameter: 2 1/4"

Balls numbered 1 through 8 to have solid colors. Balls numbered 9 through 15 to be white with a centered ring or band of color. Cue ball to be white.

Provide one set of balls per table.

- L. Billiard Cues: Provide tapered hardwood billiard cues as follows:

Tip Width: 9mm minimum - 14 mm maximum

Weight: No minimum - 25 oz. maximum

Length: 40 inches minimum - no maximum

Ferrule: If of a metal material, may not be more than 1 inch in length.

Tip may consist of a snippet of processed leather or other pliable of fibrous material that conforms to, and extends the natural shape and line of the cue shaft.

Provide a total of four 20 oz. cues per table.

- M. Rack: Provide triangle wood rack. Provide one per table.

- N. Ball and Cue Rack: provide hardwood ball and cue rack. Material and finish shall match billiard table rail. Rack shall be capable of holding one set of balls and six (6) cues. Provide each rack with a rake (otherwise known as a mechanical bridge, rest, or crutch). Provide one rack per table, to be wall-mounted at a location selected by the Owner.

- O. Table Cover: provide heavy duty, cotton lined vinyl table cover. One per table.

- P. Table Brush: provide one table brush per table, recommended by table manufacturer for the provided cloth.

- Q. Quantities: Each Billiard Table package shall consist of a Table, a set of Billiard Balls, four 58" Billiard Cues, one Ball Rack, one Ball and Cue Rack, one Table Cover, and one Table Brush. Owner shall purchase one, two or three complete packages as allowed by budget.

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## 2.02 TABLE TENNIS TABLES AND ACCESSORIES

- A. Table tennis tables, equipment and accessories shall meet the requirements of the United States Table Tennis Association (USTTA or USATT).
- B. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the following:

Tables:

Butterfly (Basis of Design: Butterfly Space Saver 22 Rollaway)  
Cornilleau  
Stiga

Accessories:

As provided by table manufacturer or meeting the requirements of USTTA.



- C. Table shall be 7/8" top thickness, 2"x3/4" steel rim, 2" square steel legs, 5 locking rubber wheels, release lock, adjustable feet, and 5-year warranty. Storage dimensions: 63"x60"x19", with either blue or green top, to be selected by Architect at the time of award. Table shall be ADA compliant.
- D. Net Assembly: Assembly shall net, its suspension and the supporting post, including the claps attaching them to the table. The net shall be suspended by a cord attached at each end to an upright post 15.25cm high, the outside limits of the post being 15.25cm above the playing surface. The top of the net, along with whole length, shall be as close as possible to the playing surface and the ends of the net shall be attached to the supporting posts from top to bottom. Provide one net assembly per table. Butterfly National League Net Set or approved equal.

**Southington Senior Center  
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BL 14D2432**

- E. Balls: The balls shall be spherical, with a diameter of 40mm, and shall weight 2.7grams. The balls shall be made of a celluloid or similar plastics material and shall be white and matte in finish. Provide 40 balls. Butterfly Master Quality 40+ or approved equal.
- F. Paddles: Natural wood bodies and handle with pimples rubber striking surfaces on the blade. Provide a set of four per table, Stiga Master Series Classic or approved equal.
- G. Table Cover: provide heavy duty, vinyl table cover. One per table.
- H. Quantities: Each Table Tennis Table package shall consist of a Table, Net Assembly, 40 Balls, a set of 4 Paddles and one Table Cover. Owner shall purchase one, two or three complete packages as allowed by budget.

### **PART 3 - EXECUTION**

#### **3.01 INSTALLATION**

- A. Remove each item from manufacturer's packaging.
- B. Comply with manufacturer's recommendations for assembly and installation.
- C. Install where indicated, and if not indicated, as directed by the Owner.

#### **3.02 CLEANING**

- A. Remove and dispose of packaging materials, debris and unusable scraps.

#### **3.03 PROTECTION**

- A. Provide protective methods and materials needed to ensure that furnishings shall be without deterioration or damage at time of substantial completion.

**END OF SECTION 12 9000**

**SECTION 12 9310**

**SITE FURNISHINGS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes the following: Furnish all labor, materials, equipment and services for completion of the following:

1. Tables and Benches.

**1.2 QUALITY ASSURANCE**

- A. Layout and Placement: Prior to installation of furnishings, locate in field and review with Engineer for siting, alignment and grade relationships and approval of such prior to placement.
- B. Manufacturer's Warranty: Installer shall provide, protect and install furnishings in a manner which does not void any manufacture's warranties for construction or safety.
- C. In the event that any of the site improvements or any component is deemed defective and unacceptable, the product(s) shall be replaced at no additional cost to the Owner.

**1.4 SUBMITTALS**

- A. Product data for the following products:
1. Picnic Tables
- B. Provide selections from manufacturer's full range of standard colors and materials to Architect for color selection.

**1.5 DELIVERY, STORAGE AND HANDLING**

- A. Protect furnishings against soilage and damage during storage and construction by use of padding or barriers as required to maintain furnishings in delivered condition.
- B. Review finishes and structures of furnishings prior to, during and after installation for blemishes, defects or inconsistencies, which may be subject to rejection by the Engineer. Remove unsatisfactory furnishings from the site.

## PART 2 - PRODUCTS

### 2.1 PICNIC TABLES

- A. Top & Seats: 11 gauge die-formed angle frame 1"x1-7/8" with 3" radius corners. Top shall be 14 gauge piece of sheet steel precision punched with a 3/4" hole to create the punched hole pattern. The understructure/attachment plates shall be fabricated from 10 gauge x 1-1/2" flat bar. Top shall additionally be supported to the outer frame with 10 gauge x 1-1/2" flat bar. All steel components shall be electrically MIG welded.

Coating: Oven fused functionalized polyethylene copolymer-based thermoplastic. Fluidized bed coating application with superior mechanical performance, impact resistance and UV-stability. Color shall be as selected by Architect from Manufacturer's standard colors. Contractor must submit to Architect for final selection.

Frame: 1-5/8" O.D. x 14 gauge pre-galvanized structural steel tubing. Brace attachment points shall be 1-1/2"x2"x3/16" steel flat bar with cross braces of 1.029 O.D. x 15 gauge pre-galvanized structural steel tubing. Top shall be attached with 7 gauge 2"x2" die formed angle. Seat mounting points shall be 7 gauge x 1-1/2" die stamped steel flat bar. Legs shall be bent over a mandrel through the bend radius producing a wrinkle free bend. Holes shall be predrilled in legs for optional surface mounting. All steel components shall be electrically MIG welded.

Frame Coating: Electrostatic powder coated application oven cured.

Hardware: All stainless steel hardware fasteners.

Dimensions: Top shall be 46" square x 30-1/4" high. Seats shall be 10" wide x 36" long x 18" high. Outside to outside dimensions of 4 seat table is 75-3/4" square. Provide ADA-compliant units (three benches only) where indicated.

- B. Manufacturers: Subject to compliance with requirements, available products from manufacturers that may be incorporated into the Work include, but are not limited to, the following:

Highland Products Group 398-6008 (For ADA unit, provide 3 benches only).



- C. Quantities: provide a price for each unit (ADA and non-ADA). Owner shall determine how many units to purchase based on budget availability.

### **PART 3 - EXECUTION**

#### **3.01 INSTALLATION**

- A. Remove each item from manufacturer's packaging.
- B. Comply with manufacturer's recommendations for assembly and installation.
- C. Install where indicated, and if not indicated, as directed by the Owner.

#### **3.02 CLEANING**

- A. Remove and dispose of packaging materials, debris and unusable scraps.

#### **3.03 PROTECTION**

- A. Provide protective methods and materials needed to ensure that furnishings shall be without deterioration or damage at time of substantial completion.

**END OF SECTION 12 9310**

## **SECTION 12 9500**

### **FURNITURE**

#### **PART 1 - GENERAL**

##### **1.01 DESCRIPTION OF WORK**

- A. Extent and location of each type of furniture, furnishing and equipment are indicated in these Specifications and associated Drawings.
- B. Work of this section includes furnishing and installation of furniture, furnishings, equipment and accessories.

##### **1.02 SUBMITTALS**

- A. Product Data: Submit manufacturer's product literature and installation instructions for each type of furnishing required.
  - 1. Submit written data on physical characteristics, durability, resistance to fading and flame resistance characteristics.
- B. Samples for Initial Selection Purposes: Submit manufacturer's standard size samples showing full range of colors, textures and patterns available for each type of finish required.

##### **1.03 QUALITY ASSURANCE**

- A. Manufacturer Qualifications Firm (material producer) with not less than 5 years of production experience, whose published literature clearly indicates general compliance of products with requirements of this section.
- B. Single Source Responsibility: Provide each furnishing item by a single manufacturer for each type.

##### **1.04 TESTING**

- A. Test Reports: At the time of the bid, submit certified test reports evidencing compliance with requirements for the following:
  - 1. Fire performance characteristics.
  - 2. Physical properties indicated.
- B. Fire Performance Characteristics: Provide fabric material that is identical to that tested for the following fire performance requirements, according to test method indicated, by UL or other testing and inspecting agency acceptable to authorities having jurisdiction.
  - 1. Surface Burning Characteristics:  
  
Class I, NFPA 260.



- C. Physical Properties: Provide material that is identical to that tested for the following physical properties, according to the test method indicated.
- D. Certification: Submit manufacturer's certificate stating that materials furnished comply with specified requirements. Include supporting certified laboratory testing data indicating that material meets specified test requirements.

#### **1.05 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver materials to project site in original factory wrappings and containers, clearly labeled with identification of manufacturer, brand name, quality or grade, fire hazard classification, and lot number. Store materials in original undamaged packages and containers, inside well-ventilated area protected from weather, moisture, soiling, extreme temperatures, humidity; laid flat, blocked off ground to prevent sagging and warping. Maintain temperature in storage area above 40 degrees Fahrenheit.
- B. Comply with instructions and recommendations of manufacturer for special delivery, storage, and handling requirements.

#### **1.06 SEQUENCING AND SCHEDULING**

- A. Sequence furnishings installation with other work to minimize possibility of damage and soiling during remainder of construction period.

#### **1.07 WARRANTY**

- A. Special Project Warranty: Submit a written warranty, executed by the Contractor and Manufacturer, agreeing to repair or replace furnishings which fails in materials or workmanship within the specified warranty period. This warranty shall be in addition to and not a limitation of other rights the Owner may have against the Contractor under the Contract Documents.
  - 1. The Contractor shall submit a copy of the manufacturer's standard five year guarantee for furnishings, two year guarantee for chairs.

#### **1.08 MAINTENANCE**

- A. Maintenance Instructions: Submit manufacturer's printed instructions for maintenance of installed work, including methods and frequency recommended for maintaining optimum condition under anticipated traffic and use conditions. Include precautions against materials and methods, which may be detrimental to finishes and performance.

### **PART 2 - PRODUCTS**

#### **2.01 MATERIALS**

- A. Color, Pattern, and Texture: Provide materials in colors and patterns (if applicable) as selected by Architect from manufacturer's standard colors and patterns.

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### **PART 3 - EXECUTION**

#### **3.01 INSTALLATION**

- A. Remove each item from manufacturer's packaging.
- B. Comply with manufacturer's recommendations for assembly and installation.
- C. Install where indicated, and if not indicated, as directed by the Owner.

#### **3.02 CLEANING**

- A. Remove and dispose of packaging materials, debris and unusable scraps.

#### **3.03 PROTECTION**

- A. Provide protective methods and materials needed to ensure that furnishings shall be without deterioration or damage at time of substantial completion.

### **PART 4 – ITEM DESCRIPTIONS**

#### **4.01 CODE COMPLIANCE NOTES**

- A. In order to meet the needs of persons with disabilities, when applicable, items shall comply with the current Connecticut Building Code including 2009 ICC/ANSI A117.1, and the Americans with Disabilities Act Title II including the Americans with Disabilities Accessibility Guidelines (ADAAG) and ADA Regulations.
- B. Accessible knee clearances shall be a minimum of: 30" wide, 27" high (24" child), and 19" deep.
- C. Compliance with the current Connecticut Life Safety Code and current OSHA-Title 29/Labor are also required when applicable.
- D. The "items" shall include, but are not limited to, fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.

#### **4.02 ITEM DESCRIPTIONS**

The following attached id3A Schedules, descriptions and cut sheets dated August 14, 2018, describe each fixture, furniture and equipment item, and are made an integral part of this Specification Section (12 pages).

**END OF SECTION 12 9500**

**Southington Senior Center  
Southington, CT**

**Furniture Specifications**

---



## Southington Senior Center

### Southington, CT

CH-1

Item Description: Stacking Chair

Item Quantity: 80

Manufacturer: Spec  
Address: 165 City View Drive  
Toronto, Ontario, Canada M9W 5B1  
Telephone: 416.246.5550  
Website: <http://www.specfurniture.com/>

Product: Urban stacking chair  
Description: Urban four point armless stacking chair  
with upholstered seat and plastic back

Product Number: 1411-US

Overall Dimensions:

Width: 20.1"  
Depth: 22"  
Height: 32.5"  
Seat Height: 18"

Finishes:

Seat Fabric: Spec's Arc in Dragonfly #AC-501  
Back: Light grey RAL 7037  
Back panel: Light grey RAL 7037  
Frame: Silver



## Southington Senior Center

### Southington, CT

CH-2

Item Description: Dolly

Item Quantity: 10

Manufacturer: Spec  
Address: 165 City View Drive  
Toronto, Ontario, Canada M9W 5B1  
Telephone: 416.246.5550  
Website: <http://www.specfurniture.com/>

Product: Urban Dolly  
Description: Standard dolly, stacks CH-1 8 high  
Product Number: 1499  
Overall Dimensions:  
Width: 21"  
Depth: 31"  
Height: 36.5"

Finishes:  
Black



**Southington Senior Center  
Southington, CT**

**CH-3**

Item Description: Lounge Chair

---

Item Quantity: 4

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Manufacturer: Jack Cartwright Inc.  
Address: 2014 Chestnut Street  
High Point, NC 27262  
Telephone: 800.890.9177  
Website: <http://www.jackcartwright.com/>

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Product: Griffin  
Description: Arm Chair with tight seat and wood legs  
Product Number: 21/181  
Overall Dimensions:  
Width: 30"  
Depth: 31"  
Height: 34"  
Seat Height: 17"

Finishes:  
Fabric: Classic in color Blue Ridge #SCL-006  
Legs: #18 Natural Mahogany on Maple



**Southington Senior Center**  
**Southington, CT**

**CH-4**

Item Description: Guest Chair

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Item Quantity: 18

---

Manufacturer: HBF  
Address: 900 12<sup>th</sup> Street Drive NW  
Hickory, NC 28601  
Telephone: 828.328.2064  
Website: <http://www.hbf.com/>

---

Product: Florence Guest Chair  
Description: Guest chair with wood arms and legs, upholstered  
Product Number: HGH205-021  
Overall Dimensions:  
Width: 25.25"  
Depth: 24.75"  
Height: 33"  
Seat Height: 19"

Finishes:  
Seat/Back Fabric: HBF, Against the Grain, Veer 130-84  
Base: Canyon Cherry NE744



**Southington Senior Center**  
**Southington, CT**

**CH-5**

Item Description: Task Chair

---

Item Quantity: 13

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Manufacturer: Highmark  
Address: 5559 McFadden Avenue  
Huntington Beach, CA 92649  
Telephone: 800.441.4975  
Website: <http://highmarkergo.com/>

---

Product: Airus task chair  
Description: Mid back task chair, swivel tilt, height adjustable arms  
Product Number: 1507-S2-A70

Overall Dimensions:

Width: 27.5"  
Depth: 27.5"  
Height: 36.25"-42.5"  
Seat Height: 16.5"-20.5"

Finishes:

Mesh Fabric Back: Highmark, Pitch Mesh (MPI)  
Seat Fabric: Momentum's Insight in color Pepper  
Frame & Arms: Black  
Base: Black





## Southington Senior Center Southington, CT

CH-6

Item Description: Guest Chair

Item Quantity: 14

Manufacturer: Highmark  
Address: 5559 McFadden Avenue  
Huntington Beach, CA 92649  
Telephone: 800.441.4975  
Website: <http://highmarkergo.com/>

Product: Genus guest chair  
Description: Guest chair, mesh back with arms and glides  
Product Number: 3701M-BF-MPI-A9-W39

Overall Dimensions:

Width: 23.5"  
Depth: 24"  
Height: 33"  
Seat Height: 17.5"

Finishes:

Mesh Fabric: Highmark, Pitch Mesh (MPI)  
Seat Fabric: Momentum's Insight in color Pepper  
Frame & Arms: Black



**Southington Senior Center  
Southington, CT**

**CH-7**

Item Description: Stacking Chair

Item Quantity: 63

Manufacturer: Highmark  
Address: 5559 McFadden Avenue  
Huntington Beach, CA 92649  
Telephone: 800.441.4975  
Website: <http://highmarkergo.com/>

Product: Quickstacker  
Description: Stacking chair, armless, plastic seat and back  
Product Number: 412-CF-DPB

Overall Dimensions:

Width: 19"  
Depth: 22"  
Height: 32"  
Seat Height: 17.5"

Finishes:

Back: Thermoplastic, Deep Blue (DPB)  
Seat: Thermoplastic, Deep Blue (DPB)  
Base: Chrome



## Southington Senior Center Southington, CT

CH-8

Item Description: Stacking Chair

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Item Quantity: 38

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Manufacturer: Highmark  
Address: 5559 McFadden Avenue  
Huntington Beach, CA 92649  
Telephone: 800.441.4975  
Website: <http://highmarkergo.com/>

---

Product: Quickstacker  
Description: Stacking chair with arms, plastic seat and back  
Product Number: 409-CF-DPB

Overall Dimensions:

Width: 24.25"  
Depth: 22"  
Height: 32"  
Seat Height: 17.5"

Finishes:

Back: Thermoplastic, Deep Blue (DPB)  
Seat: Thermoplastic, Deep Blue (DPB)  
Base: Chrome



## Southington Senior Center Southington, CT

CH-11

Item Description: Guest Chair

Item Quantity: 6

Manufacturer: Spec  
Address: 165 City View Drive  
Toronto, Ontario, Canada M9W 5B1  
Telephone: 416.246.5550  
Website: <http://www.specfurniture.com/>

Product: Cooper Midland  
Description: Single seater with arms, wood frame  
Product Number: 6701M  
Overall Dimensions:  
Width: 25.25"  
Depth: 26.26"  
Height: 33.75"  
Seat Height: 18"

Finishes:  
Seat Fabric: Momentum Fuse-Lunar  
Frame: Stained to match OFS Brand's 'Light Cherry' MLC



**Southington Senior Center**  
**Southington, CT**

**CH-12**

Item Description: Recliner Chair

Item Quantity: 1

Manufacturer: Wieland  
Address: 165 City View Drive  
Toronto, Ontario, Canada M9W 5B1  
Telephone: 416.246.5550  
Website: <http://www.specfurniture.com/>

Product: Capital Recliner  
Description: Recliner, wide with wood cap, with optional casters and left folding table  
Product Number: 32W981W  
Overall Dimensions:  
Width: 28.5"  
Depth: 34"  
Height: 43.75"  
Seat Height: 18.5"

Finishes:  
Seat Fabric: Momentum Beeline-Eclipse  
Wood Cap: Maple Wood, #76 Nutmeg



**Southington Senior Center  
Southington, CT**

**CH-13**

Item Description: Lab Stool

Item Quantity: 1

Manufacturer: Safco  
Address: 9300 West Research Center Road  
New Hope, MN 55428  
Telephone: 888.971.6225  
Website: <http://www.safcoproducts.com/>

Description: Lab Stool  
Product: Lab Stool  
Product Number: 3431BL  
Overall Dimensions:  
Base Diam: 23"  
Height: 17"-22"  
Seat Diam: 16"

Finishes:  
Seat: Vinyl, VN18 Black



**Southington Senior Center  
Southington, CT**

**CH-14**

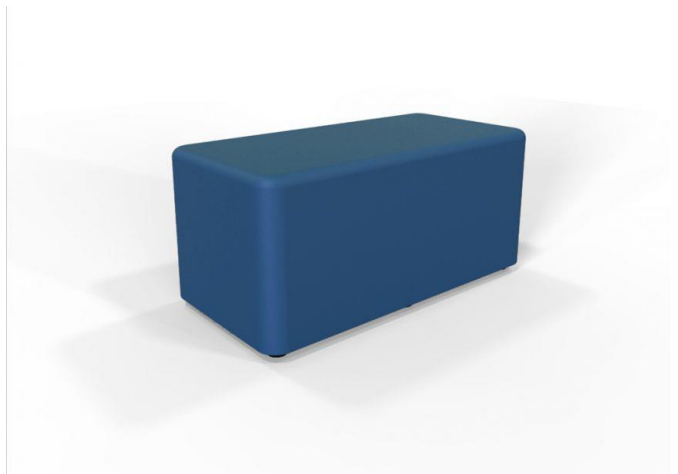
Item Description: Bench

Item Quantity: 2

Manufacturer: Tenjam  
Address: 7790 Hastings Road  
Baxter, MN 56425  
Telephone: 855.483.6526  
Website: <http://tenjam.com/>

Product: Duraflex Rectangle  
Description: Rectangular bench with 2"H fixed legs  
Product Number: 15006B2DB  
Overall Dimensions:  
Depth: 18"  
Width: 36"  
Height: 17.5"

Finishes:  
Body: Dark Blue (DB)



**Southington Senior Center  
Southington, CT**

**CH-15**

Item Description: Bench

Item Quantity: 9

Manufacturer:	Hightower Furniture
Name:	Quickstacker Stool
Style Number:	432
Description:	Armless counter-height stool, plastic seat and back.
Finishes:	Plastic color: as selected from manufacturer's standard range of colors Frame color: chrome
Note:	Ensure seat height coordinates with 36" table height





**Southington Senior Center  
Southington, CT**

**T-1**

Item Description: Dining Table

---

Item Quantity: 10

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Manufacturer: Nevins  
Address: P.O. Box 108  
Cat Springs, TX 78933  
Telephone: 800.231.2744  
Website: <http://nevins.co/>

---

Product: Skipper round fixed 4 column x base table  
Description: Round laminate top table with PVC edge and fixed metal base  
Product Number: RN0060ASK4X01100-LP01  
Overall Dimensions:  
Diameter: 60"  
Base Height: 27.75"

Finishes:  
Table Top: Wilsonart Wild Cherry 7054.60  
Base: Satin Chrome  
Edge: PVC, matching table top laminate



## Southington Senior Center Southington, CT

T-2

Item Description: End Table

---

Item Quantity: 3

---

Manufacturer: OFS  
Address: 1204 East Sixth Street  
Huntingburg, IN 47542  
Telephone: 800.983.4415  
Website: <http://ofs.com/>

---

Product: Larson round end table  
Description: Round wood end table with glass top  
Product Number: C07-24CT  
Overall Dimensions:  
Diameter: 24"  
Height: 22"

Finishes:  
Veneer: Light Cherry MLC  
Glass: Clear



**Southington Senior Center  
Southington, CT**

**T-3**

Item Description: Café Table

---

Item Quantity: 4

---

Manufacturer: Nevins  
Address: P.O. Box 108  
Cat Springs, TX 78933  
Telephone: 800.231.2744  
Website: <http://nevins.co/>

---

Product: Skipper round fixed X base table  
Description: Round laminate top table with PVC edge and fixed metal base  
Product Number: RN0060ASK1X01072-LP01  
Overall Dimensions:  
Diameter: 30"  
Height: 27.75"

Finishes:  
Table Top: Wilsonart Wild Cherry 7054.60  
Base: Satin Chrome  
Edge: PVC, matching table top laminate



## Southington Senior Center Southington, CT

**T-4**

Item Description: Flip Top Table

---

Item Quantity: 22

---

Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

---

Product: Cohere flip & nest table  
Description: Flip top rectangular laminate table with T-legs,  
3MM edge band and no cut outs  
Product Number: FR3048-H3-N-T-P-S  
Overall Dimensions:  
Width: 48"  
Depth: 30"  
Height: 29"

**Finishes:**

Table Top: Fashion Gray HPL  
Base: Silver, SLV  
Edge: Ice Grey 3MM edge



## Southington Senior Center Southington, CT

T-5

Item Description: Flip Top Table

Item Quantity: 25

Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

Product: Cohere flip & nest table  
Description: Flip top rectangular laminate table with T-legs,  
3MM edge band and no cut outs  
Product Number: FR3072-H3-N-T-P-S  
Overall Dimensions:  
Width: 72"  
Depth: 30"  
Height: 29"

### Finishes:

Table Top: Fashion Gray HPL  
Base: Silver, SLV  
Edge: Ice Grey 3MM edge



## Southington Senior Center Southington, CT

T-6

Item Description: Flip Top Table

Item Quantity: 2

Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

Product: Cohere flip & nest table  
Description: Flip top rectangular laminate table with T-legs,  
3MM edge band and no cut outs  
Product Number: FR3060-H3-N-T-P-S  
Overall Dimensions:  
Width: 60"  
Depth: 30"  
Height: 29"

Finishes:

Table Top: Fashion Gray HPL  
Base: Silver, SLV  
Edge: Ice Grey 3MM edge



**Southington Senior Center  
Southington, CT**

**T-7**

Item Description: Heavy Duty Table

---

Item Quantity: 9

---

Manufacturer: Uline  
Address: 12575 Uline Drive  
Pleasant Prairie, WI 53158  
Telephone: 800.295.5510  
Website: <http://uline.com/>

---

Product: Industrial packing tables  
Description: Height adjustable packing table with  
composite wood top and steel legs

Product Number: H-1135

Overall Dimensions:

Width: 60"

Depth: 30"

Height: 28"-35"

Finishes:

Top: 1 1/2" thick composite wood

Note: (2) tables set to 29"H, (7) tables set to 36"H



**Southington Senior Center**  
**Southington, CT**

**T-8**

Item Description: End Table

Item Quantity: 6

Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

Product: Cohere occasional table  
Description: Round end table, laminate top with 3MM  
edge band and metal base  
Product Number: LE24DH3P  
Overall Dimensions:  
Diameter: 24"  
Height: 20"

**Finishes:**

Table Top: Biltmore Cherry HPL  
Base: Silver paint  
Edge: 3MM edge in brick





**Southington Senior Center**  
**Southington, CT**

**T-9**

Item Description: Table

---

Item Quantity: 2

---

Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

---

Product: Cohere fixed height table  
Description: Rectangular table, laminate top with 3MM  
edge band and fixed height metal base  
Product Number: HR3072H3HTP  
Overall Dimensions:  
Depth: 30"  
Width: 72"  
Height: 29"

Finishes:  
Table Top: Biltmore Cherry HPL  
Base: Silver paint  
Edge: 3MM edge in brick



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**T-10**

Item Description: Table

---

Item Quantity: 2

---

Manufacturer: Nevins  
Address: P.O. Box 108  
Cat Springs, TX 78933  
Telephone: 800.231.2744  
Website: <http://nevins.co/>

---

Product: Skipper square flipping X base table  
Description: Square laminate top table with PVC edge and  
flipping metal base  
Product Number: SQ3636ASK1X11086-LP01  
Overall Dimensions:  
Depth: 36"  
Width: 36"  
Height: 29"

Finishes:  
Table Top: Wilsonart Wild Cherry 7054.60  
Base: Satin Chrome  
Edge: PVC, matching table top laminate



**Southington Senior Center  
Southington, CT**

**T-11**

Item Description: Table

---

Item Quantity: 5

---

Manufacturer: Nevins  
Address: P.O. Box 108  
Cat Springs, TX 78933  
Telephone: 800.231.2744  
Website: <http://nevins.co/>

---

Product: Skipper square fixed X base table  
Description: Square laminate top table with PVC edge and  
fixed metal base  
Product Number: SQ4242ASK1X01100  
Overall Dimensions:  
Depth: 42"  
Width: 42"  
Height: 29"

Finishes:  
Table Top: Wilsonart Wild Cherry 7054.60  
Base: Satin Chrome  
Edge: PVC, matching table top laminate



**Southington Senior Center  
Southington, CT**

**T-12**

Item Description: Conference Table

Item Quantity: 1

Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

Product: Aberdeen 42" round conference table  
Description: Round laminate conference table  
Product Number: ACTR42  
Overall Dimensions:  
Diam.: 42"  
Height: 29.5"

Finishes:  
Laminate: Cherry



**Southington Senior Center  
Southington, CT**

**DC-1**

Item Description: Display Case

Item Quantity: 2

Manufacturer: Hale  
Address:

Telephone:  
Website:

Product: 200 Signature Series "Showcase"  
Description: Back to back display cases  
Product Number: 278-17  
Overall Dimensions:  
Depth: 16.75"  
Width: 36"  
Height: 78.5"

Finishes:  
Wood: Selected from manufacturer's standard finishes  
Notes: Lockable



## Southington Senior Center Southington, CT

D-1

Item Description: Desk

Item Quantity: 5

Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

Product: Aberdeen L shaped freestanding desk  
Description: L shaped desk consisting of: straight front desk, return, desk PBBF pedestal, return FF pedestal, and hutch with wood doors

Product Number Desk: ARD6030, 60"W, 30"D, 29.5"H  
Product Number Return: AR4824, 48"W, 24"D, 29.5"H  
Product Number Hutch: AWG72, 72"W, 15"D, 99 1/8" H  
Product Number Desk Ped: APBBF26, 15.25"W, 26.5"D, 27.5"H  
Product Number Return Ped: AFF20, 15.25"W, 20"D, 27.5"H

Finishes:

Desk, Ped, Return, Hutch: Cherry  
Pulls: Brushed Nickel



Southington Senior Center

## Southington, CT

D-2

Item Description: Desk

Item Quantity: 5

Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

Product: e5 freestanding desk  
Description: Rectangular desk on 2 legs with BBF pedestal

Product Number Desk: EZ6030LB

Overall Dimensions:

Depth: 30"  
Width: 60"  
Height: 29.5"

Finishes:

Laminate: Biltmore Cherry  
Paint: Tech Silver TKS



Southington Senior Center

## Southington, CT

D-3

Item Description: Desk

Item Quantity: 1

Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

Product: e5 freestanding desk  
Description: Rectangular desk on 4 legs

Product Number Desk: EZ6030LL

Overall Dimensions:

Depth: 30"  
Width: 60"  
Height: 29.5"

Finishes:

Laminate: Biltmore Cherry  
Paint: Tech Silver TKS





**Southington Senior Center  
Southington, CT**

**F-1**

Item Description: Lateral File

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Item Quantity: 11

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Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

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Description: Storage  
Product: 5 Draw Lateral File  
Product Number: HLT365  
Overall Dimensions:  
Depth: 18 5/8"  
Width: 36"  
Height: 67 5/8"

Finishes:  
Paint: Medium tone



**Southington Senior Center**  
**Southington, CT**

**F-2**

Item Description: Ped

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Item Quantity: 3

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Manufacturer: Mayline  
Address: 619 N. Commerce Street  
P.O. Box 728, Sheboygan, WI 53082-0728  
Telephone: 800.822.8037  
Website: <https://www.mayline.com/>

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Product: e5 mobile BF pedestal file  
Description: Mobil BF ped with no Cushion  
Product Number: EPM24BF  
Overall Dimensions:  
Depth: 24"  
Width: 15"  
Height: 23"

Finishes:  
Laminate: Biltmore Cherry



## Southington Senior Center Southington, CT

S-1

Item Description: Cabinet

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Item Quantity: 6

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Manufacturer: Global Industries  
Address: 11 harbor Park Drive  
Port Washington, NY 11050  
Telephone: 888.978.7759  
Website: <http://www.globalindustrial.com/>

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Description: Tall Storage Cabinet  
Product: 400 Series  
Product Number: 415S24A-HG  
Overall Dimensions:  
Depth: 24"  
Width: 36"  
Height: 72"

Finishes:  
Grey



**Southington Senior Center**  
**Southington, CT**

**S-2**

Item Description: Cubbies

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Item Quantity: 3

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Manufacturer: Safco  
Address: 9300 West Research Center Road  
Minneapolis, MN  
Telephone: 888.971.6225  
Website: <http://www.safecoproducts.com/>

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Description: Small cubbies  
Product: small cubbies, 12 compartments  
Product Number: 9452MO  
Overall Dimensions:  
Depth: 13"  
Width: 34"  
Height: 19"

Finishes:  
Medium Oak



## Southington Senior Center Southington, CT

SD-1

Item Description: Screens

Item Quantity: 3

Manufacturer: Loftwall  
Address: 4705 Vicksburg Street  
Dallas, TX 75027  
Telephone: 214.239.3162  
Website: <https://loftwall.com/>

Description: Painted Frame with Plastic Insert  
Product: Framewall 4  
Product Number: LW 45-LH  
Overall Dimensions:  
Width: 50"  
Height: 60"

Finishes:  
Top Panel: Frosted Acrylic  
Bottom Panel: Cherry Laminate  
Frame: Anodized Silver Frame



## Southington Senior Center Southington, CT

Issued Date: September 5, 2017

**BC-1**

Item Description: Bookcase

Item Quantity: 3

Manufacturer: Safco  
Address: 9300 West Research Center Road  
Minneapolis, MN  
Telephone: 888.971.6225  
Website: <http://www.safecoproducts.com/>

Product: Square-edge veneer bookcase  
Description: Single sided bookcase  
Product Number: PRM-BKC-SF-STR-3666-12-C  
Overall Dimensions:  
Depth: 12"  
Width: 36"  
Height: 66"

Finishes:  
Medium Cherry Wood



**Southington Senior Center**  
**Southington, CT**

Issued Date: September 5, 2017

**LR-1**

Item Description: Literature Rack

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Item Quantity: 2

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Manufacturer: Safco  
Address: 9300 West Research Center Road  
Minneapolis, MN  
Telephone: 888.971.6225  
Website: <http://www.safecoproducts.com/>

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Product: Reveal wall mounted magazine & pamphlet display  
Description: 6 magazine/12 pamphlet display  
Product Number: 5600CL  
Overall Dimensions:  
Width: 30"  
Height: 45"  
Depth: 2"

Finishes:

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**Southington Senior Center**  
**Southington, CT**

**LR-2**

Item Description: Literature Rack

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Item Quantity: 1

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Manufacturer: Safco  
Address: 9300 West Research Center Road  
Minneapolis, MN  
Telephone: 888.971.6225  
Website: <http://www.safecoproducts.com/>

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Product: Reveal wall mounted pamphlet display  
Description: 12 pamphlet display  
Product Number: 5604CL  
Overall Dimensions:  
Width: 30"  
Height: 20.5"  
Depth: 2"

Finishes:

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ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
CH-8	CHAIR	12 9500	HIGHMARK	24.25"W, 22"D, 32"H, 17.5" SH	THERMOPLASTIC DEEP BLUE (DPB), BASE CF CHROME	26	141,142 CLASSROOM	CLASSROOM
S-1	STORAGE CABINET	12 9500	GLOBAL INDUSTRIES	24"D, 36"W, 72"H	GREY	2	141,142 CLASSROOM	CLASSROOM
T-5	TABLE	12 9500	MAYLINE	72"W, 30"D, 29" H	TOP FASHION GREY HPL, BASE SILVER SLV, EDGE ICE GREY 3MM	14	141,142 CLASSROOM	CLASSROOM
WB-1	MARKERBOARD	10 1000		96"W, 48"H		2	141,142 CLASSROOM	CLASSROOM
CH-7	CHAIR	12 9500	HIGHMARK	19"W, 22"D, 32"H, 17.5" SH	THERMOPLASTIC DEEP BLUE (DPB), BASE CF CHROME	21	143, CLASSROOM	CLASSROOM
S-1	STORAGE CABINET	12 9500	GLOBAL INDUSTRIES	24"D, 36"W, 72"H	GREY	1	143, CLASSROOM	CLASSROOM
T-4	TABLE	12 9500	MAYLINE	48"W, 30"D, 29" H	TOP FASHION GREY HPL, BASE SILVER SLV, EDGE ICE GREY 3MM	21	143, CLASSROOM	CLASSROOM
T-6	TABLE	12 9500	MAYLINE	60"W, 30"D, 29" H	TOP FASHION GREY HPL, BASE SILVER SLV, EDGE ICE GREY 3MM	1	143, CLASSROOM	CLASSROOM
WB-1	MARKERBOARD	10 1000		96"W, 48"H		1	143, CLASSROOM	CLASSROOM
	TACKBOARD	10 1000		48"W, 48"H		3	141, 142, 143 CLASSROOM	CLASSROOM
	MOVABLE COAT RACK	10 2810		24" LONG	WITH CASTERS AND HANGERS	3	141, 142, 143 CLASSROOM	CLASSROOM

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
S-1	STORAGE CABINET	12 9500	GLOBAL INDUSTRIES	24"D, 36"W, 72"H	GREY	1	138, CRAFTS	CRAFTS
CH-15	CHAIR	12 9500	HIGHTOWER 432	ADJUSTABLE STOOL	BLUE, BASE CHROME	9	138, CRAFTS	CRAFTS
T-7	TABLE	12 9500	NEVINS	60"W, 30"D,(2) TABLES 29"H,(7) TABLES 36"H	TOP 1 1/2" THICK COMPOSITE WOOD	9	138, CRAFTS	CRAFTS
	MARKERBOARD	10 1000		72"W,48"H		1	138, CRAFTS	CRAFTS
	TACKBOARD	10 1000		48"W, 48"H		2	138, CRAFTS	CRAFTS
	WALL MOUNTED COAT RACK	10 2810		26" LONG	WITH HANGERS	1	138, CRAFTS	CRAFTS

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
S-2	STORAGE CABINET	12 9500	SAFCO	13"D, 34"W, 19"H	MEDIUM OAK	2	120, FITNESS	FITNESS
CH-14	CHAIR	12 9500	TENJAM	14"D, 42"W, 19"H	ANTHRACITE GREY (AG), LEGS NATURAL	1	120, FITNESS	FITNESS
S-2	STORAGE CABINET	12 9500	SAFCO	13"D, 34"W, 19"H	MEDIUM OAK	1	121, CARDIO	FITNESS
CH-14	CHAIR	12 9500	TENJAM	14"D, 42"W, 19"H	ANTHRACITE GREY (AG), LEGS NATURAL	1	121, CARDIO	FITNESS
CH-5	CHAIR	12 9500	HIGHMARK	27.5" W, 27.5"D, 36.25-42.5" H, 16.5-20.5" SH	HIGHMARK PITCH MESH (MPI), SEAT MOMENTUM INSIGHT IN COLOR PEPPER. FRAME & ARMS BLACK, BASE BLACK	1	121, CARDIO	FITNESS
D-2	DESK	12 9500	MAYLINE	30"D, 60"W, 29.5"H	LAMINATE: BILTMORE CHERRY, PAINT TECH SILVER TKSV	1	121, CARDIO	FITNESS
	TREADMILL	11 6623	PRECOR TRM 781			1	121, CARDIO	FITNESS
	TREADMILL	11 6623	PRECOR TRM 781			2	121, CARDIO	FITNESS
	TREADMILL	11 6623	PRECOR TRM 781			3	121, CARDIO	FITNESS
	ELLIPTICAL CROSS-TRAINER	11 6623	LIFE FITNESS SC			1	121, CARDIO	FITNESS
	ELLIPTICAL CROSS-TRAINER	11 6623	LIFE FITNESS SC			2	121, CARDIO	FITNESS
	ELLIPTICAL CROSS-TRAINER	11 6623	LIFE FITNESS SC			3	121, CARDIO	FITNESS
	RECUMBENT BIKE	11 6623	CYBEX 770R			1	121, CARDIO	FITNESS
	RECUMBENT BIKE	11 6623	CYBEX 770R			2	121, CARDIO	FITNESS
	RECUMBENT BIKE	11 6623	CYBEX 770R			3	121, CARDIO	FITNESS
	WEIGHTS AND RACK	11 6623				2	120, FITNESS	FITNESS

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
CH-7	CHAIR	12 9500	HIGHMARK	19"W, 22"D, 32"H, 17.5" SH	THERMOPLASTIC DEEP BLUE (DPB), BASE CF CHROME	18	136, 137 GAME ROOM	GAME
S-1	STORAGE CABINET	12 9500	GLOBAL INDUSTRIES	24"D, 36"W, 72"H	GREY	2	136, 137 GAME ROOM	GAME
T-10	TABLE	12 9500	NEVINS	36" SQUARE, 29"H	TOP WILSONART WILD CHERRY 7054.60, BASE SATIN CHROME, EDGE PVC TO MATCH TOP	2	136, 137 GAME ROOM	GAME
T-9	TABLE	12 9500	MAYLINE	72"W, 30"D, 29"H	TOP BALTIMORE CHERRY HPL, BASE SILVER PAINT, EDGE 3MM EDGE IN BRICK	2	136, 137 GAME ROOM	GAME
T-8	TABLE	12 9500	MAYLINE	24" DIAM, 20" H	TOP BALTIMORE CHERRY HPL, BASE SILVER, EDGE 3MM EDGE IN BRICK	6	136, 137 GAME ROOM	GAME
	WALL MOUNTED COAT RACK	10 2810		48" LONG	WITH HANGERS	2	136, 137 GAME ROOM	GAME
	WALL MOUNTED COAT RACK	10 2810		24" LONG	WITH HANGERS	2	136, 137 GAME ROOM	GAME
	BILLIARDS TABLE	12 9000	DIAMOND BILLIARDS PRO-AM	8' LONG	WITH CUES, RACK, BALL AND CUE RACK, TABLE COVER AND BRUSH	1	136 GAME ROOM	GAME
	BILLIARDS TABLE	12 9000	DIAMOND BILLIARDS PRO-AM	8' LONG	WITH CUES, RACK, BALL AND CUE RACK, TABLE COVER AND BRUSH	2	136 GAME ROOM	GAME
	BILLIARDS TABLE	12 9000	DIAMOND BILLIARDS PRO-AM	8' LONG	WITH CUES, RACK, BALL AND CUE RACK, TABLE COVER AND BRUSH	3	136 GAME ROOM	GAME

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
	TABLE TENNIS TABLE	12 9000	BUTTERFLY SPACE SAVER 22		WITH NET, BALLS, PADDLES AND TABLE COVER	1	137 GAME ROOM	GAME
	TABLE TENNIS TABLE	12 9000	BUTTERFLY SPACE SAVER 22		WITH NET, BALLS, PADDLES AND TABLE COVER	2	137 GAME ROOM	GAME
	TABLE TENNIS TABLE	12 9000	BUTTERFLY SPACE SAVER 22		WITH NET, BALLS, PADDLES AND TABLE COVER	3	137 GAME ROOM	GAME

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
CH-11	CHAIR	12 9500	SPEC	25.25"W, 26.26"D, 33.75"H, 18" SH	MOMENTUM FUSE-LUNAR, FRAME WILD CHERRY 7054-60	6	124, WAITING	HEALTH
T-2	TABL	12 9500	FIRST OFFICE	24" DIAM, 22" H	VENEER LIGHT CHERRY MLC	1	124, WAITING	HEALTH
LR-1	LITERATURE RACK	12 9500	SAFCO	30"W, 45"H, 2"D		1	124, WAITING	HEALTH
CH-12	CHAIR	12 9500	WIELAND	26"W, 34"D, 43.75"H, 18.5"SH	MOMENTUM BEELINE-FORGE, WOOD CAP, MAPLE WOOD	1	125, EXAM ROOM	HEALTH
CH-13	CHAIR	12 9500	SAFCO	23" BASE DIAM., 17"-22" H, 16" SEAT DIAM	VINYL, VN18 BLACK, BASE CHROME PLATED ALUMINUM	1	125, EXAM ROOM	HEALTH
	MARKERBOARD	10 1000		24"W, 36"H		1	125, EXAM ROOM	HEALTH
	TACKBOARD	10 1000		24"W, 36"H		1	125, EXAM ROOM	HEALTH
	WALL MOUNTED COAT RACK	10 2810		24" LONG	WITH HANGERS	1	124, WAITING	HEALTH

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
BC-1	BOOKCASE	12 9500	SAFCO	12"D, 36"W, 66"H	MEDIUM CHERRY WOOD	3	133, LIBRARY	LIBRARY
CH-4	CHAIR	12 9500	HBF	25.25" W, 24.75" D, 33" H, 19" SH	HBF AGAINST THE GRAIN Veer 130-84, BASE CANYON CHERRY NE744	10	133, LIBRARY	LIBRARY
T-11	TABLE	12 9500	NEVINS	42" SQUARE, 29"H	WILSONART WILD CHERRY 7054.60, BASE SATIN CHROME, EDGE PVC TO MATCH TOP	5	133, LIBRARY	LIBRARY
	TACKBOARD	10 1000		24"W, 36" H		1	133, LIBRARY	LIBRARY
	WALL MOUNTED COAT RACK	10 2810		24" LONG	WITH HANGERS	1	133, LIBRARY	LIBRARY

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
CH-7	CHAIR	12 9500	HIGHMARK	19"W, 22"D, 32"H, 17.5" SH	THERMOPLASTIC DEEP BLUE (DPB), BASE CF CHROME	4	102, LOBBY	LOBBY
CH-4	CHAIR	12 9500	HBF	25.25" W, 24.75" D, 33" H, 19" SH	HBF AGAINST THE GRAIN Veer 130-84, BASE CANYON CHERRY NE744	8	103 CAFÉ	LOBBY
CH-3	CHAIR	12 9500	JACK CARTWRIGHT	30"W,31"D,34"H,17" SH	CLASSIC IN COLOR BLUE RIDGE #SCL-006, LEGS #18 NATURAL MAHOGANY ON MAPLE	4	103, CAFE	LOBBY
DC-1	DISPLAY CASE	12 9500	HALE	16.75"D, 36"W, 78.5"H	SELECTED FROM MANUFACTURERS STANDARD FINISHES	2	103, CAFE	LOBBY
T-2	TABLE	12 9500	FIRST OFFICE	24" DIAM, 22" H	VENEER LIGHT CHERRY MLC	2	103, CAFE	LOBBY
T-3	TABLE	12 9500	NEVINS	30" DIAM, 27.75" H	TOP WILSONART WILD CHERRY 7054.60, BASE SATIN CHROME, EDGE PVC TO MATCH TOP	4	103, CAFE	LOBBY
	TACKBOARD	10 1000		48"W, 48"H		2	102, LOBBY	LOBBY
	MOVABLE COAT RACK	10 2810		36" LONG	WITH CASTERS AND HANGERS	1	103, CAFE	LOBBY



ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
CH-1	CHAIR	12 9500	SPEC	20.1"W,22"D,32.5H, 18" SH	SPEC ARC IN DRAGONFLY #AC-501, BACK LIGHT GREY RAL 7037, FRAME SILVER	80	106B, MULTI-FUNCTION SPACE	MFS
CH-2	CHAIR	12 9500	SPEC	21"W,31"D, 36.5"H	BLACK	10	106B, MULTI-FUNCTION SPACE	MFS
T-1	TABLE	12 9500	NEVINS	60"DIA,27.5" H	TOP WILSONART WILD CHERRY 7054.60, BASE SATIN CHROME, EDGE PVC MATCHING TOP	10	106B, MULTI-FUNCTION SPACE	MFS
	TACKBOARD	10 1000		48"W, 48"H		2	106A, 106B	MFS
	MOVABLE COAT RACK	10 2810		48" LONG	WITH CASTERS AND HANGERS	2	106A, 106B	MFS
	PICKLEBALL EQUIPMENT	11 6623			WITH NET(S), BALLS, HOLDER, PADDLES AND CADDY	1	106A, MULTI-FUNCTION SPACE	MFS

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
CH-5	CHAIR	12 9500	HIGHMARK	27.5"W, 27.5"D, 36.25-42.5" H, 16.5-20.5" SH	HIGHMARK PITCH MESH (MPI), SEAT MOMENTUM INSIGHT IN COLOR PEPPER. FRAME & ARMS BLACK, BASE BLACK	5	148, 149, 150, 151, 152, 153 OFFICES	OFFICES
CH-6	CHAIR	12 9500	HIGHMARK	23.5"W, 24"D, 33"H, 17.5" SH	HIGHMARK PITCH MESH (MPI), SEAT MOMENTUMS INSIGHT IN PEPPER, FRAME & ARMS BLACK	11	148, 149, 150, 151, 152, 153 OFFICES	OFFICES
F-1	FILE	12 9500	MAYLINE	18.5/8"D, 36"W, 67 5/8" H	MEDIUM TONE	6	148, 149, 150, 151, 152, OFFICES	OFFICES
D-1	DESK	12 9500	MAYLINE	DESK: 60"W, 30"D, 29.5"H, DESK PED: 15.25"W, 26.5"W, 27.5"H, RETURN PED 15.25"W,20"D,27.5"H RETURN: 48"W, 24"D, 29.5"H HUTCH: 72"W, 15"D, 99 1/8"H	DESK, RETURN, HUTCH, DESK PED, HUTCH PED CHERRY, PULLS BRUSHED NICKEL	5	148, 149, 151, 152, 153 OFFICES	OFFICES
T-12	TABLE	12 9500	MAYLINE	42" DIAM., 29.5"H	CHERRY	1	148, OFFICE	OFFICES
LR-1	LITERATURE RACK	12 9500	SAFCO	30"W, 45"H, 2"D		1	150, WORK-AREA	OFFICES
CH-6	CHAIR	12 9500	HIGHMARK	23.5"W, 24"D, 33"H, 17.5" SH	HIGHMARK PITCH MESH (MPI), SEAT MOMENTUMS INSIGHT IN PEPPER, FRAME & ARMS BLACK	3	154, RECEPTION	OFFICES
CH-5	CHAIR	12 9500	HIGHMARK	27.5"W, 27.5"D, 36.25-42.5" H, 16.5-20.5" SH	HIGHMARK PITCH MESH (MPI), SEAT MOMENTUM INSIGHT IN COLOR PEPPER. FRAME & ARMS BLACK, BASE BLACK	3	154, RECEPTION	OFFICES

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
F-1	FILE	12 9500	MAYLINE	18 5/8"D, 36"W, 67 5/8" H	MEDIUM TONE	5	154, RECEPTION	OFFICES
F-2	FILE	12 9500	MAYLINE	24"D, 15"W, 23"H	BILTMORE CHERRY	3	154, RECEPTION	OFFICES
	TACKBOARD	10 1000		24"W, 36"H		2	150, WORKROOM	OFFICES
	TACKBOARD	10 1000		24"W, 36"H		1	107, PANTRY	OFFICES
	TACKBOARD	10 1000		48"W, 48"H		3	123 CORRIDOR	OFFICES
	MARKERBOARD	10 1000		48" W, 36" H		2	150, WORKROOM	OFFICES
	WALL MOUNTED COAT RACK	10 2810		24" LONG	WITH HANGERS	1	107, PANTRY	OFFICES
	WALL MOUNTED COAT RACK	10 2810		36" LONG	WITH HANGERS	1	150, WORKROOM	OFFICES

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
CH-5	CHAIR	12 9500	HIGHMARK	27.5" W, 27.5"D, 36.25-42.5" H, 16.5-20.5" SH	HIGHMARK PITCH MESH (MPI), SEAT MOMENTUM INSIGHT IN COLOR PEPPER. FRAME & ARMS BLACK, BASE BLACK	4	144, SOCIAL SERVICES	SOCIAL
CH-7	CHAIR	12 9500	HIGHMARK	19"W, 22"D, 32"H, 17.5" SH	THERMOPLASTIC DEEP BLUE (DPB), BASE CF CHROME	8	144, SOCIAL SERVICES	SOCIAL
D-3	DESK	12 9500	MAYLINE	30"D, 60"W, 29.5"H	LAMINATE: DESIGNER WHITE, PAINT e5 BLACK	1	144, SOCIAL SERVICES	SOCIAL
D-2	DESK	12 9500	MAYLINE	30"D, 60"W, 29.5"H	LAMINATE: DESIGNER WHITE, PAINT e5 BLACK	4	144, SOCIAL SERVICES	SOCIAL
SD-1	SCREEN	12 9500	LOFTWALL	50"W, 60"H	TOP FROSTED ACRYLIC, BOTTOM CHERRY LAMINATE, FRAME ANODIZED SILVER	3	144, SOCIAL SERVICES	SOCIAL
LR-2	LITERATURE RACK	12 9500	SAFCO	30"W-20.5"H, 2"D		1	144, SOCIAL SERVICES	SOCIAL
	MARKERBOARD			48"W, 36"H		1	144, SOCIAL SERVICES	SOCIAL
	TACKBOARD			48"W, 36"H		1	144, SOCIAL SERVICES	SOCIAL

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
CH-8	CHAIR	12 9500	HIGHMARK	24.25"W, 22"D, 32"H, 17.5" SH	THERMOPLASTIC DEEP BLUE (DPB), BASE CF CHROME	12	129, TECH 2	TECH
T-5	TABLE	12 9500	MAYLINE	72"W, 30"D, 29" H	TOP FASHION GREY HPL, BASE SILVER SLV, EDGE ICE GREY 3MM	7	129, TECH 2	TECH
T-4	TABLE	12 9500	MAYLINE	48"W, 30"D, 29" H	TOP FASHION GREY HPL, BASE SILVER SLV, EDGE ICE GREY 3MM	1	129, TECH 2	TECH
T-6	TABLE	12 9500	MAYLINE	60"W, 30"D, 29" H	TOP FASHION GREY HPL, BASE SILVER SLV, EDGE ICE GREY 3MM	1	129, TECH 2	TECH
WB-1		10 1000		96"W, 48"H		1	129, TECH 2	TECH
CH-7	CHAIR	12 9500	HIGHMARK	19"W, 22"D, 32"H, 17.5" SH	THERMOPLASTIC DEEP BLUE (DPB), BASE CF CHROME	12	131, TECH 1	TECH
T-5	TABLE	12 9500	MAYLINE	72"W, 30"D, 29" H	TOP FASHION GREY HPL, BASE SILVER SLV, EDGE ICE GREY 3MM	4	131, TECH 1	TECH
WB-1		10 1000		96"W, 48"H		1	131, TECH 1	TECH
	TACKBOARD	10 1000		24"W, 48"H		2	129, 131	TECH
	WALL MOUNTED COAT RACK	10 2810		36" LONG		2	129, 131	TECH

ITEM	DESCRIPTION	SPECIFICATION SECTION	MANUFACTURER	SIZE	FINISH	QUANTITY	SPACE	GROUP
	ROLLER WINDOW SHADES	12 2413	MECHOSHADE SYSTEMS	VARY		AS REQUIRED FOR ENTIRE PROJECT	ALL	ALL
	ENTRANCE FLOOR MATS	12 4813		VARY		AS REQUIRED FOR ENTIRE PROJECT	ALL	ALL
	PICNIC TABLES	12 9310	HIGHLAND 398-6008	46" SQUARE TOP, 4 ATTACHED BENCHES		1	PATIO	PATIO
	PICNIC TABLES	12 9310	HIGHLAND 398-6008-ADA	46" SQUARE TOP, 3 ATTACHED BENCHES		1	PATIO	PATIO